

CIA ORGANIZATIONAL CHARTS & FUNCTIONAL
STATEMENTS (Fiscal Year 1957)

1 of 3

SECRET

SECRET

CENTRAL INTELLIGENCE AGENCY

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

Fiscal Year 1955

COPY NUMBER 3

SECRET

By B submission

S-E-C-R-E-T

INDEX

ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

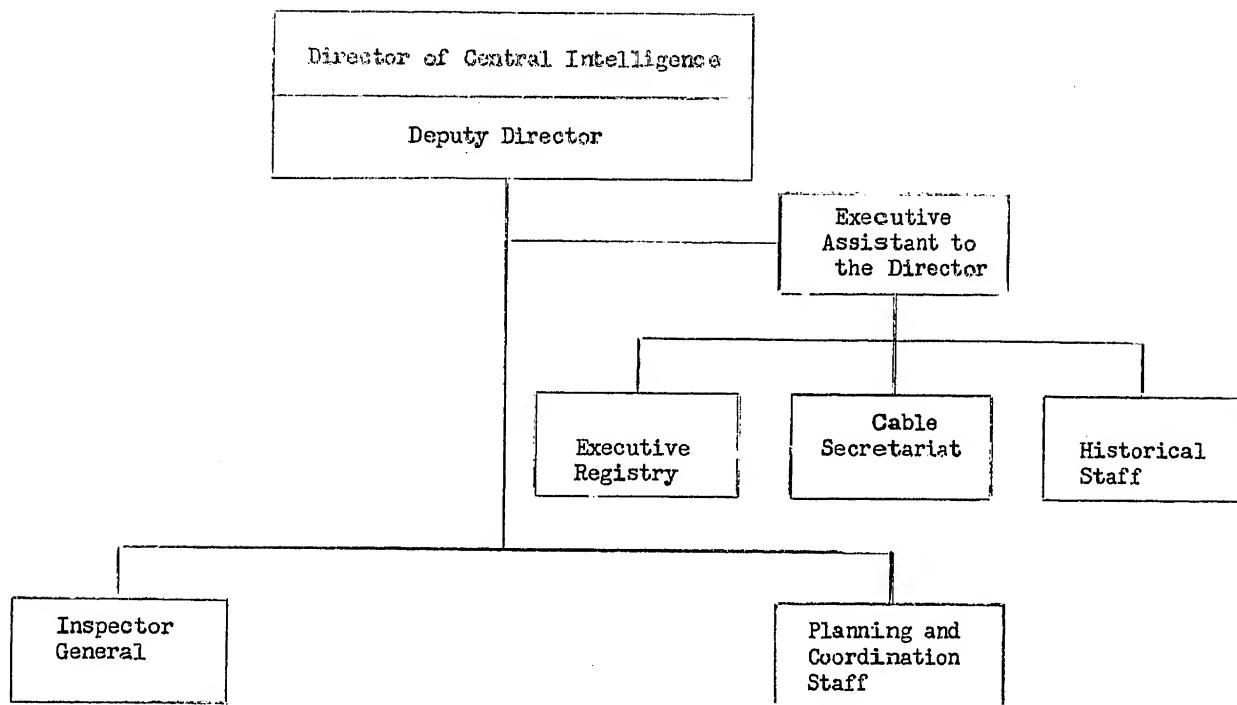
<u>Office</u>	<u>Page No.</u>	<u>Office</u>	<u>Page No.</u>
Office of the Director.....	1	INTELLIGENCE GROUP:	
PLANS GROUP:		Office of the Deputy Director (Intelligence).	44
Deputy Director (Plans).....	5	Office of Operations.....	47
Planning and Program		Office of the Assistant Director.....	49
Coordination Staff.....	8	SOVMAT Staff.....	50
Operations Staff.....	18	Contact Division.....	52
Foreign Intelligence Staff.....	15	Foreign Documents Division.....	56
International Organizations		Office of Current Intelligence.....	61
Division.....	19	Office of National Estimates.....	70
Technical Services Staff.....	22	Office of Scientific Intelligence.....	82
Counter Intelligence Staff.....	26	Office of Central Reference.....	86
Eastern Europe Division.....	30	Office of Research and Reports.....	96
Southeastern Europe		Office of Basic Intelligence.....	101
Division.....	32	SUPPORT GROUP:	
Near East and Africa		Deputy Director (Support).....	107
Division.....	34	Training Center.....	109
Soviet Russia Division.....	36	Office of the General Counsel.....	112
Western Hemisphere		Office of the Comptroller.....	113
Division.....	38	Office of Personnel.....	118
Western Europe Division.....	40	Management Staff.....	123
Far East Division.....	42	Audit Staff.....	126
		Office of Logistics.....	130
		Office of Security.....	139
		Medical Staff.....	144
		Office of Training.....	148
		Office of Communications.....	155

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF THE DIRECTOR



DCI-1

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

The Director of Central Intelligence directs all activities of the Central Intelligence Agency. For the purpose of coordinating the intelligence activities of the several government departments and agencies in the interest of national security, it is the Director's responsibility, under the direction of the National Security Council, to advise the Council in matters concerning such intelligence activities of the government departments and agencies as related to national security; make recommendations for coordination of such intelligence activities of the departments and agencies of the government as relate to the national security; correlate and evaluate intelligence and provide for its appropriate dissemination within the government using, where appropriate, existing agencies and facilities; perform, for the benefit of the existing intelligence agencies, such additional services of common concern as the National Security Council determines can be more efficiently accomplished centrally; to protect intelligence sources and methods from unauthorized disclosure; direct such analysis as may be necessary to determine which functions in the fields of national intelligence are not being presently or adequately performed; act for the National Security Council in coordinating all Federal foreign intelligence activities related to the national security to ensure that the over-all policies and objectives established are properly implemented and executed; and to perform other functions and duties related to intelligence affecting the national security as the National Security Council or the President may from time to time direct. In addition, the Director of Central Intelligence serves as intelligence advisor to the National Security Council, Chairman of the Intelligence Advisory Committee, Chairman of the United States Communications Intelligence Board, and member of the Operations Coordinating Board.

The Deputy Director of Central Intelligence assists the Director in the performance of his duties and acts as the Director in the absence of the latter. He also serves as Chairman of the Watch Committee, a permanent subcommittee of the Intelligence Advisory Committee.

Inspector General

The Inspector General is charged with conducting investigations throughout the Agency on behalf of the Director and with inspecting throughout the Agency the performance of missions and exercise of functions of all CIA offices and personnel.

DCI - 2

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT (Cont'd):

Planning and Coordination Staff

The Special Assistant for Planning and Coordination assists the Director of Central Intelligence in planning and coordinating intelligence activities and Agency operational activities relating to national security.

The Planning and Coordination Staff develops and recommends policies and plans for the coordination of intelligence activities and Agency operational activities relating to national security; furnishes guidance regarding the long-range plans of the Agency; advises and assists in achieving effective collaboration in the Federal Intelligence Community; reviews and evaluates the effectiveness of coordination within the Federal Intelligence Community; coordinates and reviews Agency external research projects; and performs other related duties as the Director of Central Intelligence may require.

Executive Assistant to the Director

The Executive Assistant to the Director is charged with directing the activities of the Executive Secretariat and performing such other duties as may be assigned by the Director and the Deputy Director.

Executive Registry

The Executive Registry renders service to the Director and his assistants in the receipt, control, distribution and disposition of intelligence material and administrative documents flowing through the executive offices.

Cable Secretariat

The Cable Secretariat disseminates CIA cables within Agency Headquarters and provides continuous Clandestine Services Duty Officer coverage.

DCI-3

30 September 1955

S-E-C-R-E-T

3

S-E-C-R-E-T

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT (Cont'd):

Historical Staff

The Historical Staff has been engaged in writing the history of the Central Intelligence Agency from its inception.

DCI - 4

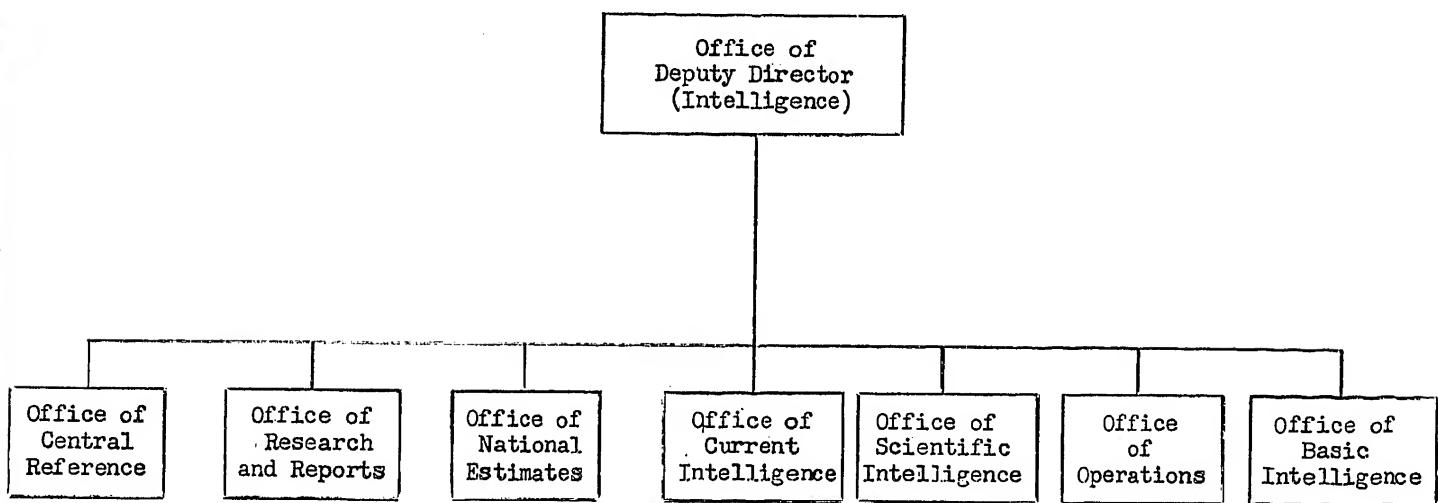
30 September 1955

S-E-C-R-E-T

Next 38 Page(s) In Document Exempt

S-E-C-R-E-T

OFFICE OF THE DEPUTY DIRECTOR (INTELLIGENCE)



DDT-1

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF THE DEPUTY DIRECTOR (INTELLIGENCE)

FUNCTIONAL STATEMENT

The Deputy Director (Intelligence) is charged with responsibility for assisting the Director of Central Intelligence in the coordination of the intelligence activities of the Government, as prescribed by statute and by National Security Council directives, related to the overt collection of information and the production of substantive intelligence; and for directing and coordinating the activities of the Office of Collection and Dissemination, Current Intelligence, National Estimates, Operations, Scientific Intelligence, Research and Reports, and Basic Intelligence.

The Office of the DD/I is divided into 5 major functional groups:

The Assistant to the DD/I (NSC and National Estimates) is responsible for serving as an NSC Planning Board Assistant; representing CIA on special NSC projects; for the over-all coordination of Agency views on questions before the NSC Planning Board; and for maintaining continuous liaison with the Office of National Estimates to assure that national estimates are prepared so as to meet NSC requirements in terms of timing and scope.

The Assistant to the DD/I (Intelligence) is responsible for the coordination and review of CIA intelligence production; for the selection of intelligence material to be referred to senior Agency officials; and for personal briefing of the DCI, DDCI, DDI and other senior Agency officials on critical current world-wide events.

The Assistant to the DD/I (Administration) is responsible for the over-all coordination of administrative support requirements for the seven DD/I offices with the DD/S and his component offices; and for the development and implementation of administrative policy and procedures governing the offices under the DD/I.

The Field Coordination Staff has primary responsibility within the DD/I area for the substantive support, maintenance and guidance of the DD/I overseas activities; for the substantive briefing and guidance as to procedures and activities while overseas of all DD/I personnel on temporary

DDI-2

30 September 1955

S-E-C-R-E-T

4.

S-E-C-R-E-T

OFFICE OF THE DEPUTY DIRECTOR (INTELLIGENCE)

FUNCTIONAL STATEMENT (Cont'd)

overseas travel assignments; and for representing the DD/I in negotiations with the Deputy Director (Plans) relating to DD/I overseas activities.

The Assistant to the DD/I for Planning studies and recommends action by the DD/I with respect to problems of a long-range character that fall within the general area of the supervisory and coordination responsibility of the DD/I. The Assistant for Planning is also responsible for monitoring the quality of finished intelligence produced by the DD/I offices and conducting informal surveys as to its reception by those to whom it is disseminated.

5 DDI-3

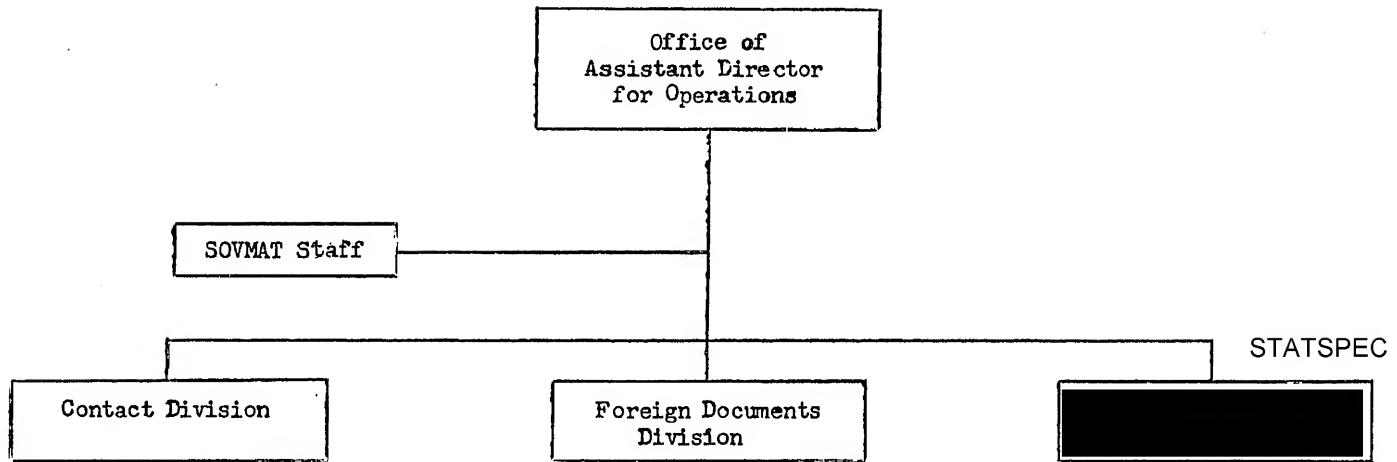
30 September 1955

S-E-C-R-E-T

46

S-E-C-R-E-T

OFFICE OF OPERATIONS



00-1
30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF OPERATIONS

FUNCTIONAL STATEMENT

This Office, under the Assistant Director for Operations, is responsible for the collection of foreign intelligence information from overt non-governmental sources through the facilities of three Divisions, operated as services on common concern for CIA and the IAC agencies, and the Sovmat Staff. As a centralized service, it provides for the exploitation of overt sources and the collection of intelligence information directly from:

Acquisition and analysis of Soviet and Satellite materials (Sovmat Staff).

25X1A

Non-government organizations and individuals, including selected defectors and aliens, within [redacted]

Foreign language publications and documents (Foreign Documents Division).
[redacted]

STATSPEC

As a corollary of its collection functions, the Office also provides various types of operational support to other CIA Offices, and is responsible for the rehabilitation and resettlement within the U.S. of certain defectors and foreign nationals. The functions and activities of the various Divisions and Sovmat Staff are given in detail in the following sections.

00-2

30 September 1955

S-E-C-R-E-T

4

S-E-C-R-E-T

OFFICE OF OPERATIONS

Office of the Assistant Director

FUNCTIONAL STATEMENT

The Assistant Director provides the executive and administrative direction of the Office of Operations in the performance of its function of the collection of foreign intelligence information from overt non-governmental sources. He is responsible for the development and implementation of policies and programs for exploiting overt sources, and for the control and direction of the three divisions and two staffs which comprise the Office of Operations. He is also charged with the provision of specialized operational support to other Agency components and with certain non-collection activities which are directly related to his overall mission. The immediate office of the Assistant Director includes the Planning and Coordinating Staff. Budget for the Sovmat Staff is presented separately.

Planning and Coordinating Staff

This staff assists in the development of Office policy and operational procedures, in the formulation of plans, and in the coordination of the activities of the Office with other CIA offices and outside agencies. It studies the operations and output of intelligence information of the Divisions and recommends to the Assistant Director for Operations such changes in organization or method as may improve Office production.

Members of the staff act as representatives of the Assistant Director on inter-office committees and projects which affect more than one of the Divisions, such as committees on intelligence procedures and substantive operational or collection problems. They also represent him in discussion of administrative policies, procedures, and regulations.

The staff provides a central point for the coordination and integration of divisional interest in the above fields; and is responsible for recommending office-level action to be taken by the Assistant Director. It drafts planning, policy, and operational papers for the Assistant Director and undertakes such other specialized functions as he may direct.

OAD-1

30 September 1955

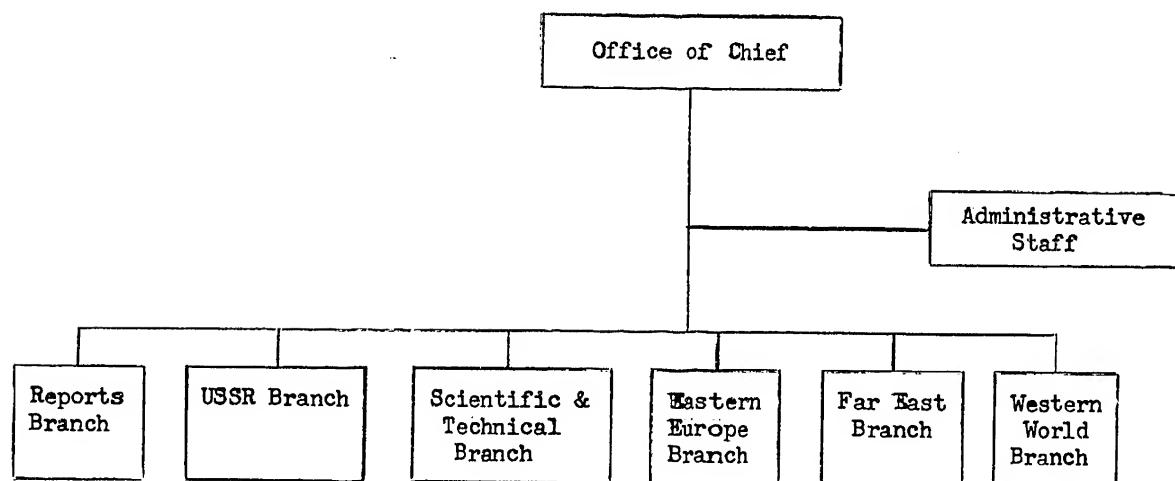
S-E-C-R-E-T

Next 5 Page(s) In Document Exempt

S-E-C-R-E-T

OFFICE OF OPERATIONS

Foreign Documents Division



FDD-1

30 September 1955

S-E-C-R-E-T

CIA ORGANIZATIONAL CHARTS & FUNCTIONAL
STATEMENTS (Fiscal Year 1957)

2 of 3

SECRET

S-E-C-R-E-T

OFFICE OF OPERATIONS

FUNCTIONAL STATEMENT

Foreign Documents Division

Under the direction of the Assistant Director for Operations the Foreign Documents Division (a) exploits foreign language newspapers, periodicals, books, monographs, captured documents, and other documents for intelligence information in answer to continuing programs established on the basis of recommendations of the NSCID 16 Advisory Committee and specific requirements from offices of CIA and the IAC agencies; (b) provides a translation service, directs the use of contract funds for translation of unclassified material requested by offices of CIA, and coordinates the translation activities of the intelligence agencies to avoid duplication of effort; (c) abstracts covert foreign language documents for the immediate use of appropriate CIA offices; (d) analyzes propaganda appearing in Soviet and Satellite publications for estimating offices of CIA; (e) undertakes documentary research or direction of external research from foreign language sources as requested by offices of CIA; (f) and provides within the capabilities of the Division, translation service in the rarer languages on specific request of the IAC agencies.

On the basis of collection directives and information requirements, the documents are screened and scanned and information of value is extracted, summarized, abstracted, collated, or compiled so as to answer most adequately these requirements. Current foreign language press information is published on a high-priority timely basis. The information thus collected is then issued by the Division in the form of reports, summaries, or translations for dissemination by OCD. Industrial, biographic, graphic and other specialized intelligence material is translated or abstracted and forwarded directly to the appropriate registry or office. The Division works closely with the offices of CIA and the other intelligence agencies in the interest of avoiding waste and duplication of effort in the exploitation and translation of documents by maintaining a central cross-indexed card file of all foreign language exploitation or translation projects in process or completed by them. In addition, the Division publishes monthly a Consolidated Translation Survey to keep the IAC agencies abreast of what is being translated by US intelligence agencies, other Government agencies, private enterprise, universities, and certain foreign governments.

Office of the Chief

This Office directs: (a) the exploitation of foreign language documents in accordance with the information requirements of the offices of CIA and the IAC agencies; (b) the development of new sources, methods, and techniques for such exploitation in order to assure the best possible

FDD-2
30 September 1955

S-E-C-R-E-T

57

S-E-C-R-E-T

OFFICE OF OPERATIONS

Foreign Documents Division

FUNCTIONAL STATEMENT (Cont'd)

Office of the Chief (Cont'd)

coverage of available source material; (c) the review of all available foreign language documents to determine their applicability to existing intelligence needs; (d) the provision of press [redacted] support to certain CIA offices; and (e) the coordination with other government agencies and representatives of foreign governments in connection with foreign language document exploitation as directed by the Assistant Director for Operations. The office directs a central translation service to support informational and operational needs of CIA and to fulfill, when workload permits, the translation requests of other approved intelligence agencies.

25X1A

Administrative Staff

The Administrative Staff provides administrative control of Division personnel; plans and advises upon administrative policies and procedures; provides supply, property, budget, space, communications, and message center services; interviews applicants and processes personnel actions; objectively analyzes the capabilities and qualifications of branch personnel in the light of position requirements in order to effect more efficient utilization of personnel; supervises security, safety, fire, and other emergency matters in compliance with CIA regulations; coordinates training of FDD personnel with the Office of Training; controls internal routing of official correspondence; and in addition, is responsible for the internal receipt, routing, and control, of intelligence reports received from OCD.

Reports Branch

The Report Branch (a) assigns all requirements received by the Division and coordinating divisional projects as directed by the Division Chief; (b) screens all foreign language material received by the Division and controls document procurement requests, including estimating and adjusting the budgetary allocations for this purpose; (c) edits and prepares for reproduction all material produced by the Division for publication; (d) maintains complete and continuous records of the Division's exploitation and reporting operations, and prepares monthly statistical reports of the Division's operations and other special reports as required;

FDD-3
30 September 1955

S-E-C-R-E-T

58

S-E-C-R-E-T

OFFICE OF OPERATIONS

Foreign Documents Division

FUNCTIONAL STATEMENT (Cont'd)

Reports Branch (Cont'd)

(e) processes and accounts for all material assigned for translation outside the Division; (f) directs and records the transmittals to the appropriate CIA offices of all reports and translations prepared in the Division; (g) controls and reports inter-agency liaison by Division personnel, as required by CIA regulations; (h) maintains in cooperation with other US intelligence agencies, a Document Exploitation File for prevention of duplication in the exploitation or translation of foreign-language documents; (i) publishes a monthly report on foreign-language exploitation and/or translation for use of the IAC agencies; (j) requisitions all reproduction work, copying and bookbinding, required by the Division; (k) maintains complete files of FDD's reports for reference purposes; and (l) coordinates and controls the Division's Records Management program in compliance with Agency policy and in coordination with Management Staff.

USSR, Scientific & Technical, Far East, Eastern Europe, and Western World Branches

The functions of these operational branches are essentially the same except for subjects or area responsibility given separately below. The branches (a) exploit foreign-language documents for intelligence information concerning their area or subject in answer to continuing programs developed on the basis of recommendations of the NSCID-16 Advisory Committee, subject to the approval of the Assistant Director for Operations, and in answer to specific requirements of offices of CIA and IAC agencies; (b) provide translation and interpretation service upon requests from offices of CIA and when possible for other intelligence agencies; (c) provide abstracting service on covert foreign-language documents procured by the Agency; (d) support propaganda analyses; and (e) undertakes research or directs external research from foreign language sources as requested by responsible CIA offices.

The branches review all available foreign-language documents to determine applicability to existing intelligence requirements pertinent to their area or subjects, initiate procurement requests for necessary documents, analyze, select, extract, summarize, translate, compile, or collate intelligence information in the exploitation of such documents, prepare intelligence information reports and analyses, maintain liaison with their counterparts in components of the offices of CIA and the IAC agencies.

FDD-4

30 September 1955

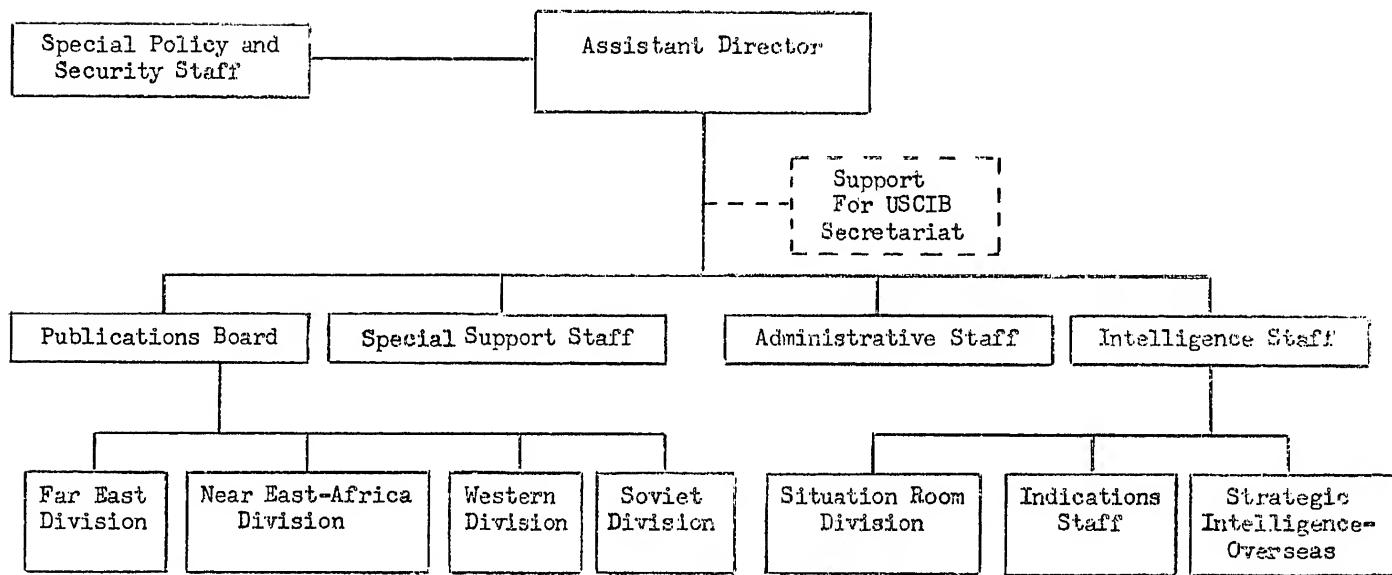
S-E-C-R-E-T

59

Next 9 Page(s) In Document Exempt

S-E-C-R-E-T

OFFICE OF CURRENT INTELLIGENCE



OCI-1

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF CURRENT INTELLIGENCE

FUNCTIONAL STATEMENT

The Office of Current Intelligence is charged with the responsibility for producing (all-source) current intelligence and for the procurement, exploitation and secure handling of special information. Its primary function is to render current intelligence support to the Director of Central Intelligence, his Senior Representatives abroad, the National Security Council, and the President. The Office is also responsible for maintaining and supporting the USCIB Secretariat, and contributing to the support of the National Indications Center through the IAC Watch Committee.

In matters relating to special intelligence, OCI has responsibility for negotiating procurement, insuring security, arranging maximum exploitation and use, and carrying out interdepartmental and international liaison. Five special intelligence centers or restricted areas in CIA are controlled by this Office, in each of which are stationed working elements of other CIA Offices whose needs extend to the exploitation of all-source information available in OCI. The Assistant Director, as a member of USCIB, represents CIA and gives staff assistance to the Director of Central Intelligence, who is Chairman of USCIB, the Board's primary function being formulation of operational and security policies for implementation by member agencies.

Special Policy and Security Staff

The Special Policy and Security Staff provides for CIA implementation of special intelligence policy formulated by USCIB, and represents and advises the Assistant Director in matters of liaison and interdepartmental coordination bearing on special information. It assists in planning with regard to development, exploitation, sanitization, disguise and operational use of such special intelligence, and provides representation on committees concerned therewith. Its Security Branch controls physical, personnel, and operational security measures required for the protection of intelligence of a high order of sensitivity, and advises and assists the line of supervision in exercising its responsibility for enforcement of the CIA security program in Special Centers, in staff capacity.

OCT-2
30 September 1955

S-E-C-R-E-T

73

S-E-C-R-E-T

OFFICE OF CURRENT INTELLIGENCE

FUNCTIONAL STATEMENT (Cont'd)

Special Support Staff

Both within the special intelligence field and as applied to collateral materials, the Special Support Staff provides operational assistance in the establishment, coordination, and levying of information requirements. It initiates collection actions and processes requests for intelligence materials available through others. It distributes, disseminates and controls information and intelligence, and operates a special courier system for sensitive materials. Statistical assessment of intelligence production is accomplished within this Staff in order to afford guidance to all participating activities. The CIA Watch Office, for providing off-duty-hour administrative facilities and for alerting upon receipt of significant or critical information, is operated by this Staff.

Administrative Staff

The Administrative Staff acts for the Assistant Director in matters of personnel, career service, management, budget and finance, training, emergency planning, and logistics.

Intelligence Staff

The Intelligence Staff exercises policy direction over the processing, production, and issuance of current intelligence on an all-source basis. It makes final substantive determination and authorizes the release of current intelligence, including that which contains evaluated comment. It exercises substantive and policy direction over the current intelligence support rendered by OCI to other CIA Offices having a need, and, in the field, staff guidance to the strategic intelligence components that provide current intelligence support to Senior Representatives at

25X1A

OCIA-3
30 September 1955

S-E-C-R-E-T

72

S-E-C-R-E-T

OFFICE OF CURRENT INTELLIGENCE

FUNCTIONAL STATEMENT (Cont'd)

Indications Staff

Under the Intelligence Staff, the Indications Staff analyzes and interprets indications of foreign capabilities and intentions affecting the security of the United States. It provides representation for CIA on the IAC Watch Committee, and liaison and coordination with the National Indications Center. Through continuing study of critical situations, it provides the Chief, Intelligence Staff with hypotheses to be used in rationalizations and evaluation of intentions. It guides the regional divisions in the development of all-source indicators relating to their particular geographic areas. OCI also provides professional and clerical personnel who give full-time support to the activities of the National Indications Center of the IAC.

Situation Room Division

The Division maintains, operates, and controls the Situation Room. In collaboration with specialists and in coordination with the Publications Board, it prepares graphic portrayals, special maps, charts, and graphs to illustrate publications, or in support of current intelligence oral presentations. It conducts, contributes to, and coordinates briefings and substantive intelligence presentations to the President, White House Staff, Director of Central Intelligence, the Deputy Assistant Directors, and others.

Publications Board

The Publications Board selects, edits, and issues evaluated current intelligence. It takes immediate action to evaluate and issue critical items after coordination with the Intelligence Staff. It coordinates and administers established production controls over the activities of divisions producing current intelligence. It is responsible for the coordination of current intelligence assistance to other components of OCI and other Offices of CIA, and for direct line supervision of area divisions of OCI.

OCI-4

30 September 1955

S-E-C-R-E-T

73

S-E-C-R-E-T

OFFICE OF CURRENT INTELLIGENCE

FUNCTIONAL STATEMENT (Cont'd)

Area Divisions

(NB: Within their respective geographic areas, the functions set forth below apply equally to Soviet Division, Far East Division, Near East-Africa Division, and Western Division.)

Each area division is responsible for both spot and periodic production of all-source current intelligence from its area, supported by appropriate evaluated comment. It selects, prepares, and submits to the Publications Board items which are held to be suitable for issue as current intelligence, or which constitute indications intelligence. It collaborates with Indications Staff, Publications Board, Situation Room Division, and those other activities or Offices of CIA having competence or interest. It provides qualified senior representation to the Publications Board or to the Situation Room for briefings. It initiates information or intelligence requirements for service upon collection agencies through the Special Support Staff, and collaborates with Indications Staff to identify indications of current intentions of foreign powers.

USCIB Secretariat

OCI provides administrative and clerical personnel, office space, and logistic support for the USCIB Secretariat, in its function of providing continuity of executive, technical, and administrative service to the Board, and performs such other functions as the Board may direct.

25X1A

OCI-5

30 September 1955

S-E-C-R-E-T

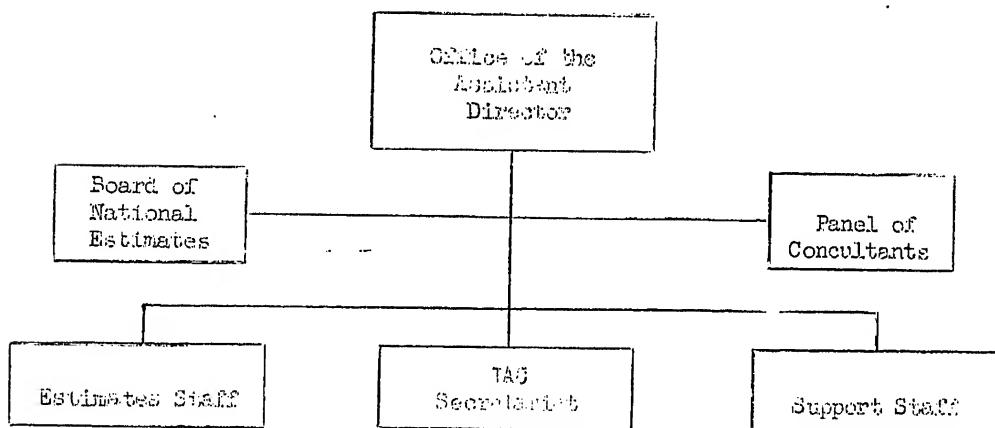
25X1A

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

SEE-C-R-E-L

OFFICE OF NATIONAL ESTIMATES



ONE-1

30 September 1955

SEE-C-R-E-L

7

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

FUNCTIONAL STATEMENT

The mission of the Office of National Estimates is derived from the mandate of the National Security Act of 1947 "to correlate and evaluate intelligence relating to the national security . . . using where appropriate existing agencies and facilities." (Title I, Section 102(d) (3)).

The Office of National Estimates (ONE) has since late 1950 been the response of the CIA to the responsibilities imposed upon it by law and basic directives in the field of intelligence estimates. The organization and operation of ONE reflect the recommendations made by the Hoover Commission and the Dulles Committee, the two major groups which have studied the problem of producing national intelligence estimates.

ONE has but one mission: to produce national intelligence estimates (NIE's) in close collaboration with the IAC agencies. The NIE is viewed as the end-product of the entire intelligence process, a product designed to serve as essential intelligence backing for US policy and planning on the highest level of government. ONE sets the estimates process in motion, guides the estimates through this process, and coordinates and reviews them until their final approval by the Intelligence Advisory Committee.

25X1A



Office of the Assistant Director

The Assistant Director for National Estimates provides the over-all direction of the office, and, as chairman of the Board of National Estimates, directs the production of national intelligence estimates. Together with the Deputy Assistant Director, also a member of the Board, he assigns production responsibilities and priorities among the components of CIA, and among the intelligence agencies of the Federal Government. In addition to directing, as a Board member, the production of individual estimates, he provides general supervision for all estimates and assumes responsibility for their presentation for final action by the Intelligence Advisory Committee. He also directs the preparation and review of memoranda for the Director on a wide range of intelligence problems and personally briefs the Director on these matters as well as on pending estimates.

ONE-2
30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

FUNCTIONAL STATEMENT (Cont'd)

Office of the Assistant Director (Cont'd)

The Deputy Assistant Director, also intimately involved in the estimative process, assumes responsibility for the over-all management of the coordination process which involves continuing contact with and direction for the contributing agencies and offices. He provides for the internal management of ONE.

The Board of National Estimates

The Board of National Estimates, under the chairmanship of the Assistant Director for National Estimates, is the core of ONE. This Board consists of up to ten senior intelligence officers with a long and wide variety of experience in intelligence and related fields. The membership is personally selected by the Director.

Individuals are selected from among outstanding scholars of national repute, experts in the fields of strategy, political science, economics and other social sciences and persons with the broadest experience in the field of intelligence at the highest level. A balance is maintained between career intelligence officers and others.

The Board is responsible for the estimates produced. It takes the leadership in deciding which estimates to produce in the case of self-initiated estimates, and what the scope should be -- sometimes even in the case of estimates requested by the NSC or other high authority. The Board reviews terms of reference and draft estimates before they go to the IAC agencies. A member of the Board is chairman of the meeting of IAC representatives who meet with the Board during the interagency coordination process. The Board decides when a draft is ready for IAC consideration. Both the Chairman of the Board and the Board member in charge of the particular estimate attend the IAC meeting when the estimate is under discussion and defend the draft on behalf of the interagency team which participated in its production.

The Board of National Estimates is also responsible for providing the IAC with a program of National Intelligence Estimates, prepared with the guidance of the NSC Planning Board, and in consultation with the several IAC committees and in coordination with the IAC agencies. Requests for estimates other than those programmed are transmitted to the IAC via the Board of National Estimates.

ONE-3

30 September 1955

S-E-C-R-E-T

78

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

FUNCTIONAL STATEMENT (Cont'd)

The Board of National Estimates (Cont'd)

The Board has also been assigned by the IAC the direction of a review of National Intelligence Objectives

The Board of National Estimates, in order to improve the validity of NIE's, conducts reviews of certain estimates to identify intelligence deficiencies that were evident in their preparation. Periodically, a summary of intelligence deficiencies is prepared, in consultation with the IAC agencies, for noting by the IAC and issuance by the DCI for the guidance of collection and research activities.

The Estimates Staff

The Estimates Staff consists of a group of intelligence officers selected for their competence to give substantive staff support to the Board of National Estimates. Broadly speaking, this support is of three kinds: (a) the preparation of draft estimates from all sources including contributions submitted by the intelligence organizations of The Department of State, The Joint Staff, The Army, The Navy, The Air Force, The Atomic Energy Commission, The Federal Bureau of Investigation, and offices within CIA; (b) providing knowledge and judgment on trends and developments in areas the world over; and (c) providing liaison with organizations with which ONE works (IAC Watch Committee, NSC Planning Board, The Joint Staff, 25X1A [redacted])

This professional Staff numbers some 25 intelligence officers. These are organized for administrative and operational convenience into four main areas (USSR/EE, Western Europe/Latin America, Near East, and Far East). A Chief of the Estimates Staff generally coordinates staff assignments and activity and, in particular, determines when a draft estimate is ready for Board consideration.

Increasing demands have been made on the Staff for assistance in matters not directly related to the preparation of NIE's; viz., commenting on draft NSC papers, writing speeches for others, working on ad hoc policy committees, contributing to agency indoctrination and training classes, commenting on OCB papers, and assisting in the preparation of the Director for briefings to be given to the NSC.

Efforts are consistently made by ONE to permit Staff members to broaden their experiences. They are sent to the National War College and other senior service schools. They are rotated to other offices

ONE-4

30 September 1955

S-E-C-R-E-T

79

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

FUNCTIONAL STATEMENT (Cont'd)

25X1C

The Estimates Staff (Cont'd)

25X1C

and to field assignments such as duty with [REDACTED] Within ONE periodic rotation between various staff sections is encouraged.

Direct staff contact with the military services is facilitated by having representative officers from the services on detail in Staff assignments.

Support Staff

The Support Staff includes those components which provide the administrative support for the Board of National Estimates and the Estimates Staff. This group includes research assistants, information control personnel, typists, stenographers, proof-readers and clerks.

Panel of Consultants

Consultants are used to review selected estimates. This provides an extra-governmental check, particularly on key questions where little evidence is available and where an estimate is necessarily based largely on judgment.

The ONE panel of consultants consists of eminent individuals of national reputation in their respective fields.

Selected members of the Board and Staff meet bi-monthly at Princeton University with a group of consultants drawn from the panel for two days of discussion on vital international issues. A member of the Board of National Estimates acts as chairman of the group.

Secretariat of the Intelligence Advisory Committee

ONE provides the Secretariat of the Intelligence Advisory Committee.

ONE-5

30 September 1955

S-E-C-R-E-T

80

S-E-C-R-E-T

OFFICE OF NATIONAL ESTIMATES

FUNCTIONAL STATEMENT (Cont'd)

Secretariat of the Intelligence Advisory Committee (Cont'd)

Inasmuch as about 80% of the actions of the IAC involve the consideration of NIE's or matters relating thereto, and many of the other actions concern interagency coordination, in which ONE is so actively involved, the location of the Secretariat in ONE provides for the efficient performance of this function with a minimum of additional cost and effort.

ONE-6

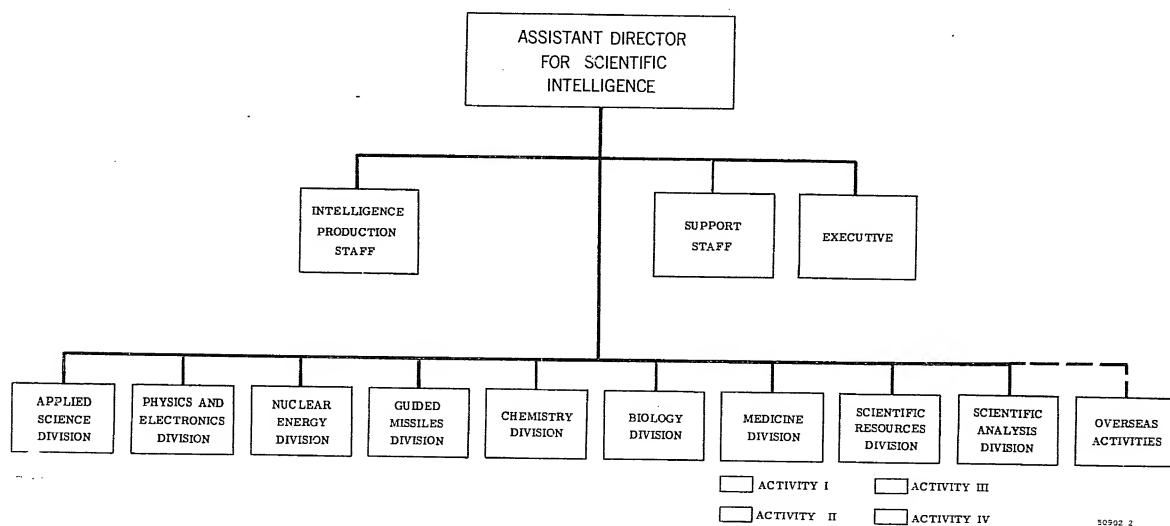
30 September 1955

S-E-C-R-E-T

83

SECRET

OFFICE OF SCIENTIFIC INTELLIGENCE



SECRET

S-E-C-R-E-T

OFFICE OF SCIENTIFIC INTELLIGENCE

FUNCTIONAL STATEMENT

Activity I Executive Direction and Administrative Support

Office of the Assistant Director: The Assistant Director is charged with establishing and maintaining the Agency scientific and technical intelligence research and production program, with producing scientific and technical intelligence in accordance with the responsibilities of the Agency, and with providing advice and making recommendations on scientific and technical intelligence matters to the Director of Central Intelligence and other officers and Offices of the Agency. (The responsibility of the Assistant Director normally extends to intelligence on the development, characteristics and performance capabilities of foreign devices, products, equipments and systems, but not to intelligence on volumes, economic capabilities and technological methods of production. In addition, however, he is responsible for all aspects of atomic energy intelligence and for the coordination of intelligence production, requirements and related activities pertaining to guided missiles.) The immediate office of the Assistant Director provides over-all direction and supervision of the activities of the Office of Scientific Intelligence.

The Executive Office: The Executive Office communicates instructions and decisions of the AD/SI as required and coordinates the activities of O/SI Divisions and Staffs as directed by the Assistant Director. In addition, it plans and directs all Office-level administration and management activities, including training, budget, personnel matters, security, information control and liaison clearances.

Activity II Foreign Scientific Intelligence Research and Production

Intelligence Production Staff: The Intelligence Production Staff provides staff advice and assistance to the Assistant Director in planning the Office program for research and production. It integrates and consolidates the Office intelligence production, which includes the preparation of scientific intelligence estimates and research aids, contributions to the publications of OME and OCI, contributions to the National Intelligence Survey and the presentation of substantive briefings. As a further function, the Intelligence Production Staff recommends and

OSI-1

$$S = F = G = B = E = T$$

S-E-C-R-E-T

OFFICE OF SCIENTIFIC INTELLIGENCE (Cont'd)

FUNCTIONAL STATEMENT (Cont'd)

Activity II Foreign Scientific Intelligence Research and Production (Cont'd).

recommends and records the dissemination of finished intelligence produced by the Office.

Biology, Medicine, Chemistry, Physics and Electronics, Applied Science, Nuclear Energy and Guided Missiles Divisions: These substantive divisions are responsible for conducting the scientific and technical intelligence research essential to the accomplishment of the Office mission. Each Division according to its named speciality is specifically responsible for conducting research and producing intelligence in the basic sciences and with correlating and evaluating all-source scientific and technical intelligence to meet the needs of the Director and other officers of the Agency. Where necessary, each Division will also conduct research and produce scientific and technical intelligence to supplement that produced by other agencies.

Scientific Resources Division: The Scientific Resources Division has the same general and specific responsibilities as the substantive divisions except that its field is the over-all national organization and control of science by foreign nations. It is thus concerned with factors which influence progress in all sciences, such as, national support of science, incentives for scientists, effect of political pressure, organization and control of scientific research and education, and the quantity and quality of scientific manpower.

Activity III Operational and Substantive Support of Intelligence Research

Scientific Analysis Division: The Scientific Analysis Division conducts research in a specialized field in support of Activity II.

Support Staff: The Support Staff provides staff advice and assistance to the Assistant Director in formulating policies and techniques for support and guidance to collection, planning of external research projects, support of Office personnel in the field, and liaison with other offices of the Agency and other Departments of the Government.

Activity IV Overseas Activities

Overseas activities attached to FI for administrative purposes. The Office of Scientific Intelligence is responsible for providing technical supervision and personnel.

OSI-2
30 September 1955

S-E-C-R-E-T

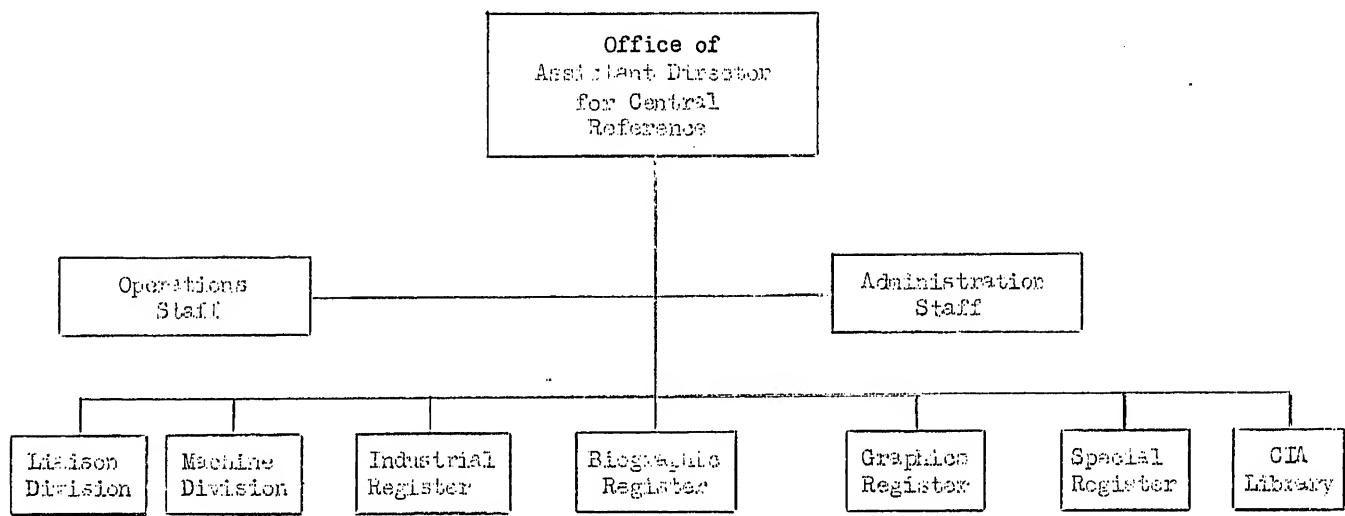
25X1A

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE



OCR-1

30 September 1955

S-E-C-R-E-T

88

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT

The Office of Central Reference is charged with providing reference facilities for all components of the Agency, and with providing a central service for the coordination of intelligence requirements, the servicing of collection requests, and the dissemination of intelligence materials.

To fulfill this mission, the office is charged with the following functions:

Design, develop, and operate such central reference facilities as will ensure that the content of all available intelligence materials is immediately accessible to all offices of the Agency in support of intelligence production;

In collaboration with the Management Staff, conduct research into, and advise Agency components upon, the application of machine techniques and special devices to problems of information control and bibliographic research;

Operate the CIA Library, which serves all offices of the Agency in accordance with their needs and other agencies of the intelligence community to the extent possible;

Provide books, periodicals, documents, and other publications required for use by all components of the Agency;

Develop and operate such specialized registers of biographic, industrial and graphic intelligence data as may be required in support of intelligence production;

25X1B

Receive and disseminate, in accordance with current requirements, all incoming positive foreign intelligence information and intelligence;

Develop and implement dissemination policies and procedures in coordination with other offices of CIA and of the intelligence community;

Provide a central service for the coordination of specific foreign intelligence requirements;

OCR-2
30 September 1955

S-E-C-R-E-T

87

S-E-C-R-E-T

OFFICE OF CENTRAL REPRODUCTION

FUNCTIONAL STATEMENT (CONT'D)

Determine, in collaboration with the agencies concerned, which collection facilities are best able to satisfy specific requirements and, based on this determination, assign collection missions;

Conduct operational liaison with all components of the Agency and with other Government agencies and departments in the execution of the above mission and functions;

Direct the activities of the CIA Classification Control Officer and CIA Top Secret Control Officer.

Office of the Assistant Director

The Office of the Assistant Director for OCR is responsible for the over-all direction and supervision of the centralized services required for the maintenance of effective CIA and interdepartmental co-ordination in the establishment of intelligence requirements, the collection of information and intelligence in response to such requirements, and the dissemination of information and intelligence to appropriate officials; direction of liaison between CIA and other agencies of the government for the interchange of intelligence materials in documentary and other forms; coordination of direct contacts on the working level between personnel in CIA and personnel of non-IAC government agencies, and assistance in the establishment of contacts within the IAC agencies subject to policies promulgated by the National Security Council and the Director of CIA.

Operations Staff

The Operations Staff is responsible for providing emergency assistance to all components of OCR, and staff assistance to the Assistant Director/CR, as directed, in the accomplishment of the over-all mission of the Office.

The Operations Staff shall provide manpower, at all levels of competence, to relieve emergency situations arising in any Division or Staff of OCR;

Provide opportunities for new employees of general competence but no specialized experience to rotate among the several Divisions and Staffs in order to gain by on-the-job experience the knowledge of OCR operations and techniques which will enable them to occupy specialist assignments;

OCR-3

30 September 1955

S-E-C-R-E-T

8

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

Operations Staff (Cont'd)

Assist the various components of OCR in the preparation of statistical and other data designed to provide continuing appraisal of work performance;

Provide a Training Liaison Officer to coordinate OCR training activities with the Office of Training and supervise training activities of OCR personnel;

Provide the Secretariat and staff support to the OCR Career Service Board;

Provide the OCR Records Management Officer for the CIA Records Management Program, and supervise and control OCR contributions to the CIA Vital Materials Program;

Prepare periodic revisions to the GUIDE to OCR and the OCR Duty Officers' Instructions;

Arrange and conduct orientation tours of OCR by CIA and IAC personnel and answer general inquiries on OCR facilities and services;

Develop building emergency plans for OCR personnel and supervise fire and air raid drills;

Perform other related functions as directed.

Administrative Staff

The Administrative Staff is responsible for providing administrative and related support for the Office of Central Reference. The Administrative Staff shall plan and coordinate personnel administration activities in OCR, including such matters as procurement, assignment, utilization, transfer and promotion, and employee relations;

Establish administrative procedures to implement OCR and Agency policies and directives;

Coordinate budgetary requirements for the various OCR activities; plan and develop annual budget estimates for the Office;

OCR-4

30 September 1955

S-E-C-R-E-T

89

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

Administrative Staff (Cont'd)

Implement and control the day-to-day financial program in OCR in coordination with the Office of the Comptroller;

Prescribe and implement internal security procedures;

Direct the procurement, assignment, and maintenance of supplies, equipment, space, and all general services required by OCR activities.

Liaison Division

The Liaison Division is responsible for providing a central Agency service to coordinate intelligence requirements, assign collection action, disseminate intelligence materials, and conduct related operational liaison with other government agencies; and for controlling operational liaison in accordance with CIA Regulations;

The Liaison Division shall provide a central service for the coordination of specific foreign intelligence requirements;

Assign responsibility for and monitor action to satisfy collection requirements;

Maintain operational liaison within CIA and with other government agencies for the purpose of selecting the appropriate collection facilities to satisfy specific requests;

Disseminate all incoming and CIA-produced intelligence material, in accordance with general and specific requirements;

Arrange continuing and ad hoc operational liaison contacts between CIA personnel and other government agencies;

Provide the necessary administrative support for the Agency's briefing and debriefing of other government officials, and, as required, debriefing of Agency personnel by other IAC agencies.

OCR-5

30 September 1955

S-E-C-R-E-T

9

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

Machine Division

The Machine Division is responsible for providing machine indexes of intelligence materials held by OCR and for developing and controlling procedures related thereto; for photographing intelligence materials on microfilm to ensure complete reference facilities in the CIA Library and complete file in the Vital Records Repository; and for collaborating with the Management Staff in research and development of specific equipment to improve the Agency's machine-processing of intelligence data. The Machine Division shall establish and maintain, by punched card and other machine methods, indexes to documentary and graphic intelligence material;

Prepare periodic statistics and analyses of indexed material;

Provide bibliographic abstracts on Intellofax of materials pertaining to specific and continuing projects as required;

Establish and maintain, by punched cards and other machine methods, gazetteers as required for the NIS program and the Board of Geographic Names of the Department of the Interior;

Provide statistical reports on a continuing basis for ORR, as well as special statistical reports as required within the Agency;

Photograph intelligence material on microfilm and mount the film on cards for use by the CIA Library in reproducing copies of intelligence material for reference purposes;

Provide microfilm copy of intelligence material to the Vital Materials Repository to ensure a protected source of information in case of disaster;

Arrange for training of IBM and Intellofax operators, and train personnel in the operation and maintenance of other types of equipment as required;

Collaborate with the Management Staff in research and development of new machines and techniques and in providing advice and assistance throughout CIA on appropriate methods and systems.

OCR-6

30 September 1955

S-E-C-R-E-T

91

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

Industrial Register

The Industrial Register is responsible for providing to CIA and other IAC agencies reference information on foreign industrial, scientific, and technical establishments, and their inter-relationships. The Industrial Register shall collect and integrate into the Register's files all material pertaining to individual foreign industrial, scientific, and technical establishments, and their inter-relationships;

Analyze, classify, extract, and index material for the Register's files by basic categories of identification;

Maintain supplemental reference material in city and town dossiers, as well as other published reference works dealing with science and industry;

Prepare documentary reports by all or selected basic categories of identification, upon request;

Coordinate and establish operational procedures for handling requests for service levied by the intelligence community, and for collection and other activities requiring external liaison with other offices and agencies;

Provide facilities for visitors to study reference materials and consult Register specialists;

Provide other related service to the intelligence community, as required.

25X1B

OCR-7

30 September 1955

92

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

25X1B



Graphics Register

25X1B The Graphics Register is responsible for providing a central reference collection, index, and loan service of motion picture films and photographs on foreign areas, subjects [REDACTED] for use by CIA and other IAC agencies. The Graphics Register shall index and maintain reference facilities on photographs and motion picture films on foreign areas, subjects, [REDACTED], etc., having intelligence significance.

25X1B Provide assistance in the selection and exhibition of photographs and films in response to specific and standing requirements of the intelligence community;

Develop and implement procedures for locating, procuring, and disseminating graphic intelligence;

Coordinate development of specific and standing collection requirements of CIA and other IAC agencies and disseminate requirements to appropriate Government and commercial collection agencies;

Provide personnel and equipment for graphic support within the Agency;

Provide other related support to the intelligence community as required.

OCR-8

30 September 1955

S-E-C-R-E-T

33

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

25X1A

FUNCTIONAL STATEMENT (Cont'd)



CIA Library

The CIA Library is responsible for providing central Agency reference facilities for all foreign intelligence information received; for developing and maintaining indices and bibliographies of intelligence material; for purchasing or arranging for the loan of open publications, and for dissemination of intelligence information in the Agency. The CIA Library shall receive, process, distribute, and file incoming documents;

Purchase publications required by the Agency;

OCR-9

30 September 1955

S-E-C-R-E-T

94

S-E-C-R-E-T

OFFICE OF CENTRAL REFERENCE

FUNCTIONAL STATEMENT (Cont'd)

CIA Library (Cont'd)

Service loan requests for specific documents, books, and periodicals from the Library files or through inter-library loan facilities;

Maintain continuous control over all Top Secret intelligence and registered documents;

Maintain an Intelligence Subject Code; analyze incoming documents on the basis of subject and area content for inclusion in a central machine index; and provide reference access to indexed publications;

Coordinate the procurement of foreign language publications for the U.S. Government through the facilities of the Department of State;

Catalog English and foreign language books and periodicals for the Agency's collections;

Operate reading, microfilm, and bibliographic rooms where current newspapers, periodicals, reference publications, microfilmed documents, card catalogs and other research aids may be consulted; also maintain branch libraries as required;

Compile bibliographies of publications, both English and foreign language, bearing on specific requirements of the research and operational offices;

Publish the Intelligence Publications Index (IPI), a monthly guide to the subject-content of selected intelligence publications;

Provide clippings from domestic and foreign English language newspapers and periodicals according to the requirements of the CIA offices.

OCR-10

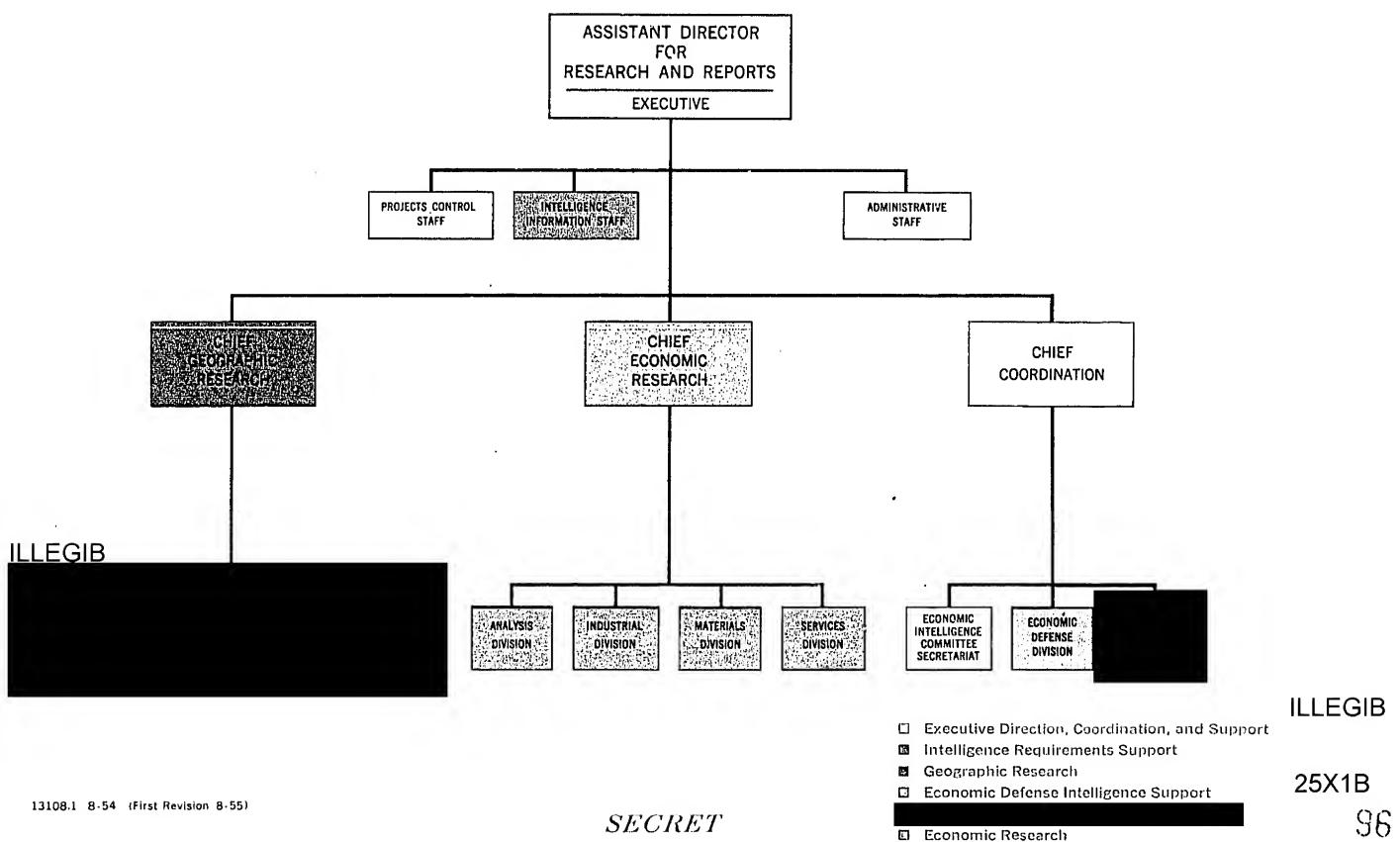
30 September 1955

S-E-C-R-E-T

95

SECRET

OFFICE OF RESEARCH AND REPORTS



S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTSFUNCTIONAL STATEMENT

The assigned mission of the Office of Research and Reports is threefold: production of economic intelligence on the Sino-Soviet Bloc; production of geographic intelligence on all areas outside of the U.S.; coordination of intelligence among Federal departments and agencies in these specific economic and geographic fields and related services. The intelligence production parts of this mission involve not only basic programmed research and publication of results; but also research in direct support of National Intelligence Estimates; other CIA offices, particularly for operational planning and other Government units including the economic defense structure. The mission is accomplished under direction and policy guidance from the Assistant Director, with responsibility assigned to ten divisions and the EIC Secretariat working under three Area headquarters, and with the support of three staffs reporting directly to the Assistant Director.

Assistant Director

The Assistant Director directs the overall programming and conduct of economic and geographic research and intelligence production and guides the interagency coordination activities that have been entrusted to this Office. The Assistant Director is Chairman of the interagency Economic Intelligence Committee, which is charged with reviewing foreign economic intelligence activities of the U.S. Government and with preparing coordinated economic intelligence studies of interagency interest requested by the Intelligence Advisory Committee, the Joint Staff of the JCS, and others. He also serves as CIA representative on the Economic Defense Advisory Committee. Through his immediate office and with the aid of an Executive and a Special Assistant, the Assistant Director controls certain activities affecting the entire Office, such as emergency planning, consultant services, the Office's external research program, ORR activities outside the U.S., and contacts with liaison representatives of other governments.

Administrative Staff

Provides advice to the Assistant Director and support to all components of the Office on administrative matters. This staff processes all position allocations and classifications, personnel actions, personnel evaluations, training requests, personnel and physical-security matters, travel arrangements, purchase requisitions, and arranges for management surveys. It maintains the ORR records management program, develops budgetary statements and reports for ORR, administers employee services, and provides Office liaison with DD/S offices.

ORR-1

30 September 1955

S-E-C-R-E-T

97

S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTS

FUNCTIONAL STATEMENT (Cont'd)

Projects Control Staff

Assigned the functions of advising on the status of intelligence production within the Office, of maintaining production records, and of insuring that dissemination of finished intelligence produced by this Office and by the EIC conforms with existing regulations and policies. This staff processes incoming requests for intelligence support, maintains a continuing record on the status of all ORR and EIC projects and issues periodic reports thereon, and advises the Assistant Director and the Area chiefs on overall utilization of capabilities. This staff is responsible for keeping dissemination lists under review and for reviewing individual publications in the light of pertinent security regulations prior to dissemination. The Projects Control Staff also maintains reading files of all ORR publications and other CIA finished intelligence.

Intelligence Information Staff

Responsible for providing needed information to all components of ORR. It furnishes the Office channels for serving on collection Offices and agencies the coordinated collection requirements of the Office, for securing evaluations requested by collectors, and for arranging operational liaison, briefings, and debriefings. Through a reading panel and a message center, this staff assures proper routing of incoming documentary information to components of ORR. The Intelligence Information Staff has also been assigned certain functions of common concern to the intelligence community; by providing the secretariat of the Requirements Subcommittee of the Economic Intelligence Committee, it coordinates, as appropriate, requirements of other agencies; and it coordinates the [REDACTED] and the interdepartmental backstopping program for economic reporting from the Soviet Bloc.

25X1A

Office of the Chief, Geographic Research

Responsible for the development, programming, and production of geographic research, mapping intelligence, special cartographic production, photo intelligence and interpretation, and for coordinating procurement of geographic and map intelligence and map reference materials, including maintenance of a map reference service. These programs and services are carried out by the four component divisions of the Area. In addition, the Area fosters coordination of the geographic and photo intelligence effort within the Government and assists in development of coordinated requirements reflecting the priorities of CIA and other intelligence agencies in those fields.

ORR-2

30 September 1955

S-E-C-R-E-T

9

S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTS

FUNCTIONAL STATEMENT (Cont'd)

Map Library Division

Maintains and develops on a continuing basis a comprehensive library providing a current worldwide coverage of foreign special-subject maps, together with strategic map series, target charts and photo mosaics, and other map reference materials for intelligence use by CIA and other intelligence agencies. The Division Chief, as the Department of State Special Assistant for Maps, provides substantive direction and leadership for the Department of State Geographic Attaché program and chairs the Inter-Departmental Map Procurement Coordinating Committee.

Geography Division

Responsible for providing geographic intelligence in support of covert operational planning, scientific and economic intelligence production, the Strategic Air Command, and the National Intelligence Survey program. Its research includes area and urban analyses, border and route studies, and also [redacted] studies for both CIA and military use. This division 25X1C provides intelligence on Soviet activities in geodesy and photogrammetry as they bear on Soviet Bloc war capabilities. The division also contributes to and coordinates the NIS Chapters on Map and Chart Appraisal.

Cartography Division

Provides finished intelligence in cartographic form and cartographic support to other finished intelligence production, high-level briefings, and covert operations. Through its activities in the coordination of the NIS base mapping program and other inter-Office and inter-Agency support, this division establishes standards of cartographic presentation and promotes presentation of intelligence in cartographic form.

Photo Intelligence Division

Provides photographic-intelligence support for intelligence activities in the economic, geographic, scientific, and covert-operations fields within the Agency and develops, through training of analysts in other components, a general working capability within the Agency in the utilization of photographic information. This division also develops improved photo-intelligence

ORR-3

30 September 1955

S-E-C-R-E-T

9.

S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTS

FUNCTIONAL STATEMENT (Cont'd)

Photo Intelligence Division (Cont'd)

techniques and specialized intelligence requirements for photo reconnaissance. It supports the current intelligence responsibilities of CIA as well as exploitation of reconnaissance photography for Watch Committee Activities.

Chief, Economic Research

The Chief, Economic Research, is responsible for that part of the ORR mission concerned with production of all-source economic intelligence on the Sino-Soviet Bloc. The Area's mission is to provide the economic intelligence required for national intelligence purposes, for support of other IAC agencies and inter-agency groups, and for other CIA Offices in the carrying out of their assigned responsibilities. The Area provides secretariats and members for EIC subcommittees in its field of responsibility. The Area includes the Chief's office and immediate supporting staffs, and four operating Divisions -- one concerned with overall economic appraisals and three with functional responsibilities for individual sectors of the Bloc economy.

Analysis Division

Produces aggregative analyses and all-source economic intelligence in collaboration with other divisions. This division also develops research techniques and methods, and recommends improvements in statistical standards and in research practices in the interest of increasing reliability and consistency of the ORR intelligence product including military economics.

Industrial Division

Studies the capital, consumer goods and military end product industries of Sino-Soviet Bloc. This division produces all-source economic intelligence on aircraft, ammunition and weapons, electrical equipment, shipbuilding, medium and heavy machinery and light manufacturing industries, as well as on internal trade.

ORR-4

30 September 1955

S-E-C-R-E-T

100

S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTS

FUNCTIONAL STATEMENT (Cont'd)

Materials Division

Concerns itself primarily with the study of production, processing, and distribution of industrial and agricultural raw materials. More specifically, this division produces economic intelligence reports on foods and industrial crops from agriculture, fishing, and forestry; chemicals; petroleum; solid fuels; both ferrous metals and nonferrous metals and minerals; and electric power.

Services Division

Responsible for providing intelligence on the organization and service aspects of the Bloc economy. It conducts research in the managerial mechanisms of the economic ministries; in economic organizations; in human resources; in construction materials, methods and capabilities; in international trade and finance; and in transportation and communications.

Chief, Coordination

The Chief, Coordination, is responsible for directing the activities of the EIC Secretariat, Economic Defense Division, and Techniques and Methods Division. He serves as Vice Chairman of the EIC and as CIA representative on the Executive Committee of the Economic Defense Advisory Committee.

EIC Secretariat

The EIC Secretariat solicits and consolidates into coordinated reports the views of the EIC member agencies on economic matters referred to this Committee, conducts surveys of economic intelligence productions, facilities, and programs, guides the EIC subcommittee secretariats furnished by the ORR divisions, and provides continuing administrative support as required by the EIC.

ORR-5

30 September 1955

S-E-C-R-E-T

101

S-E-C-R-E-T

OFFICE OF RESEARCH AND REPORTS

FUNCTIONAL STATEMENT (Cont'd)

Economic Defense Division

Provides intelligence needed by agencies of the U.S. Government charged with administration of economic-defense policy and operations. This division furnishes the chairman and secretariat for the interagency (Intelligence Working Group) Economic Defense Intelligence Committee, which supports economic-defense activities. It also provides the intelligence representation on the Diversion Control Net, which implements the U.S. economic-defense enforcement program. The division produces intelligence on clandestine trade and financial transactions and practices of the Sino-Soviet Bloc, coordinates intelligence produced by other ORR divisions on the strategic importance to the Sino-Soviet Bloc of specific commodities and industries, and produces other intelligence studies related to specific economic-defense problems. It mobilizes intelligence about foreign firms and individuals engaged in financial and foreign trade transactions with the Sino-Soviet Bloc contrary to U.S. security interest, and maintains a central reference service on transactions that are, or are suspected of being, in evasion of Free World economic-defense measures.

25X1B



ORR-6

30 September 1955

S-E-C-R-E-T

10

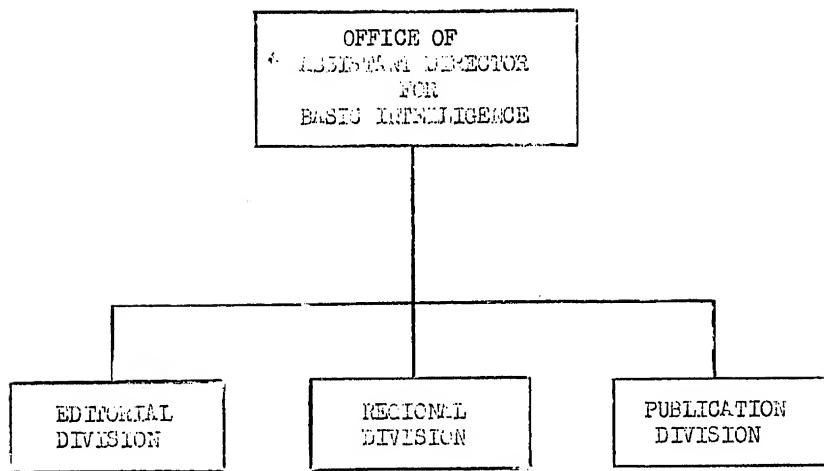
25X1C

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100140007-2

3-3-0-4-5-1

OFFICE OF BASIC INTELLIGENCE



OBI-1

30 September 1969

3-3-0-4-5-1

S-E-C-R-E-T

OFFICE OF BASIC INTELLIGENCE

FUNCTIONAL STATEMENT

Assistant Director

The Assistant Director for Basic Intelligence shall:

Administer the NIS Program in accordance with applicable provisions of NSC, IAC, and CIA directives.

Serve as Chairman of the National Intelligence Survey Committee for the development of over-all policies and procedures for the NIS Program.

Advise the DCI regarding budgetary requirements for CIA fiscal support to NIS contributing agencies.

Develop, revise as necessary and maintain, in consultation with appropriate agencies and departments, an outline of basic intelligence required by the Government.

Allocate basic intelligence production and maintenance responsibilities, in consultation with other agencies and departments, on the basis of intelligence requirements, production capabilities and interests.

Coordinate production and maintenance of the National Intelligence Surveys, and provide necessary advice and guidance to contributing agencies and departments in relation to methods and techniques of research, production and presentation.

Devise National Intelligence Survey dissemination policies and requirements and NIS production and maintenance schedules, in consultation with appropriate agencies and departments.

Review and edit contributions to National Intelligence Surveys, and arrange and direct the publication and dissemination of such Surveys.

Provide advice and assistance for the Director and the Deputy Director (Intelligence) in the development of CIA basic intelligence policies and research and production responsibilities, and conduct special studies in basic intelligence as directed.

OBI-2

30 September 1955

S-E-C-R-E-T

105

S-E-C-R-E-T

OFFICE OF BASIC INTELLIGENCE

FUNCTIONAL STATEMENT (Cont'd)

Editorial Division

Accomplishes final correlation review and editing of National Intelligence Survey material, including determinations as to qualitative adequacy.

Gives advisory direction to producing components regarding NIS requirements, production, and maintenance

Regional Division

Analyzes, correlates, and reviews National Intelligence material. Monitors the NIS maintenance Program. Examines general regional situations affecting office requirements.

Publication Division

Correlates and reviews NIS maps and graphics material pertinent thereto. Gives advisory direction to producing components regarding NIS map and graphic requirements, production and maintenance. Supervises the NIS gazetteer program. Prepares NIS material for publication. Establishes NIS printing requirements and arranges for the reproduction of finished material

OBI-3

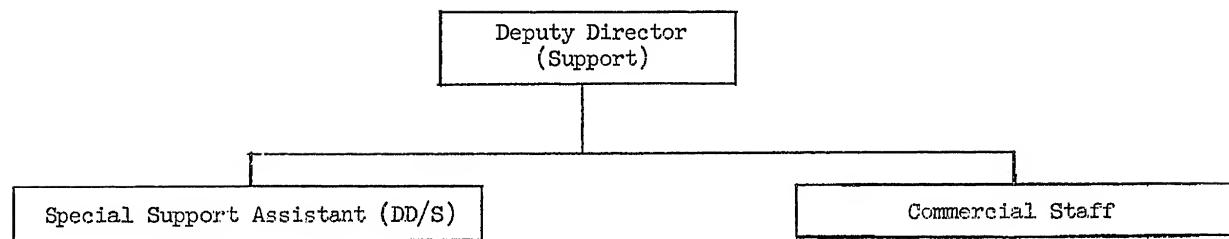
30 September 1955

S-E-C-R-E-T

106

S-E-C-R-E-T

DEPUTY DIRECTOR (SUPPORT)



225-1

30 September 1955

S-E-C-R-E-T

107

S-E-C-R-E-T

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

FUNCTIONAL STATEMENT

Office of Deputy Director (Support)

Responsible for the over-all administrative support of the Agency, coordination of Agency activities, and direction of Agency organization and staffing requirements in accordance with policies of the Director. This office is further charged with establishing and maintaining a continuous management improvement program to insure both effectiveness and economy of operations on an Agency-wide basis. In addition, the Deputy Director (Support) is responsible for the over-all direction of all emergency planning for the Agency.

Special Support Assistant (DD/S)

Responsible for ensuring adequate, proper, and timely support to the Clandestine Services. He serves as the focal point for the DD/S and DD/P for the resolution and coordination of support problems of mutual concern.

Commercial Staff

Responsible for reviewing proprietary activities of the Agency; providing technical review, assistance and advice in those aspects wherein the protection of the U.S. Government interest might be effected; in coordination with area divisions and appropriate support offices, is responsible for staff direction and supervision of activities requiring commercial or business management support; and for other related administrative and financial support as required.

DDS-2

30 September 1955

S-E-C-R-E-T

108

Next 1 Page(s) In Document Exempt

S-E-C-R-E-T

FUNCTIONAL STATEMENT (Cont'd)

25X1A



Services Division

Responsible for providing centralized printing and reproduction services, tabulating machine services, storage facilities, (i.e., Vital Materials Repository) for vital materials, and reference services with respect to documents and information contained within the Vital Materials Repository.

Records Center Division

Responsible for the receipt, storage, maintenance and issuance of the inactive records of the Agency. Its other responsibilities include the destroying of certain records in accordance with approved schedules, and the preservation of records with permanent or long retention value.

TC-3

30 September 1955

S-E-C-R-E-T

111

S-E-C-R-E-T

OFFICE OF THE GENERAL COUNSEL

FUNCTIONAL STATEMENT

The Office of the General Counsel serves as legal adviser to the Director and all organizational units of the Central Intelligence Agency and represents the Agency in all legal proceedings. This Office reviews contracts, agreements, leases, and other legal documents to which the Central Intelligence Agency is a party; advises and assists in ascertaining and determining proper regulations and procedures with respect to the use of unvouchered funds; examines and approves in advance of issue all intra-departmental orders, regulations, and related directives which involve legal questions; and handles the legal aspects of transactions involving matters of real property with which the Central Intelligence Agency is concerned. The Office is also responsible for advising on legal aspects of the status of aliens in the United States who are the responsibility of the Central Intelligence Agency.

In the field of covert activities the General Counsel is called upon for legal advice with respect to the unique problems of individuals in a covert status. That advice is concerned with the relationships of such individuals to this Agency and to other organizations. The General Counsel furnishes legal advice with respect to the relationships of the organizations mentioned above to the Central Intelligence Agency. The legal problems arising therefrom extend to all fields, including private, international law, and foreign law.

GN-1

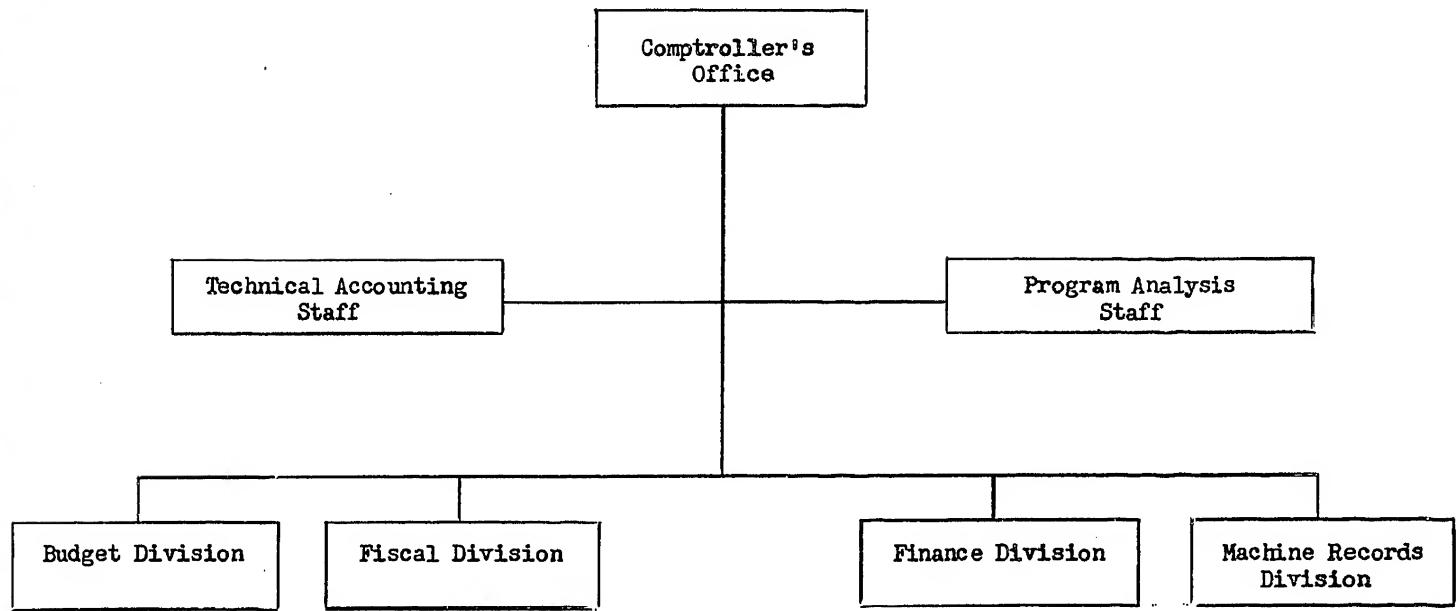
30 September 1955

S-E-C-R-E-T

11

S-E-C-R-E-T

OFFICE OF THE COMPTROLLER



COM-1

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF THE COMPTROLLER

FUNCTIONAL STATEMENT

The Office of the Comptroller is responsible for the development and administration of the overall budgetary and financial program of the Agency. This involves the developing and justifying to the Bureau of the Budget and the Congress annual budget estimates; formulating and administering a program of budgetary execution to assure a balanced relationship between funds and activity requirements to accomplish an orderly and effective program of expenditure; procuring through covert and semi-covert channels and procedures the annual appropriations made on behalf of CIA; establishing accounting and financial policies and procedures and otherwise providing staff advice to the Agency on all related matters to insure the establishment and maintenance of appropriate controls and regulations with respect to accounting and audit matters; and supervising the use of both vouchered and unvouchered funds for Agency world-wide activities and other financial matters involving Agency policy and procedure with other appropriate officials concerned with internal management problems.

The Office of the Comptroller maintains close liaison with all offices within the Agency in connection with procedures involving the internal administration of budgetary and fiscal affairs. External budgetary and fiscal activities require coordination and liaison with Committees of Congress, the Bureau of the Budget, Treasury Department, General Accounting Office, Departments of State, Army, Navy, Air Force, and other governmental agencies. Continued liaison is exercised with budgetary and fiscal officials in other agencies to insure that financial processing meets security requirements. For security reasons special procedures are effected in order to permit deviations from the normal governmental routine channels. The Office of the Comptroller maintains close coordination with the Office of the General Counsel on legal aspects of budget and fiscal matters.

Comptroller's Office

The Comptroller's Office provides overall supervision and guidance to the components of the Office.

COM-2

30 September 1955

S-E-C-R-E-T

CIA ORGANIZATIONAL CHARTS & FUNCTIONAL
STATEMENTS (Fiscal Year 1957)

3 of 3

SECRET

S-E-C-R-E-T

OFFICE OF THE COMPTROLLER

FUNCTIONAL STATEMENT (cont'd):

Technical Accounting Staff

The Technical Accounting Staff develops and installs accounting systems and financial reporting methods and procedures for all components of the Agency and projects; makes periodic inspections of overt and covert activities, [REDACTED] for the purpose of coordinating financial matters and installing accounting systems and procedures as required to conform with Agency Policy, and assists operating units of the Agency in the financial phase of project planning.

25X1A

Program Analysis Staff

The Program Analysis Staff develops and maintains effective program and financial analysis and prepares and distributes appropriately analytical reports and statements.

Budget Division

This Division is responsible for administering the budgetary affairs of the Agency. In this connection the Division assists other officials in the development of long-range budgetary programs and plans; renders advice and assistance to all organizational components of the Agency in the preparation of annual budget estimates; analyzes and consolidates data received from other offices and prepares the annual budget estimates for the Agency as a whole; participates in the acquisition of funds for the Agency; administers and controls the funds acquired by the Agency through a planned budget executive program; provides budgetary and statistical data to be used in justifying the estimates; assists the Comptroller in representing the Agency before the Bureau of the Budget, Congress, and other agencies and departments; and establishes and supervises the maintenance of records relating to the budgetary activities of the Agency.

Fiscal Division

This Division is responsible for planning, coordinating, reviewing, administering, developing, and maintaining the accounting and audit control of all voucher funds and the reporting control

COM-3

30 September 1955

S-E-C-R-E-T

115

S-E-C-R-E-T

OFFICE OF THE COMPTROLLER

FUNCTIONAL STATEMENT (Cont'd)

Fiscal Division (Cont'd)

of all vouchered and unvouchered funds appropriated or transferred to CIA and NSC. The Division, in addition to maintaining accounting reconciliation and appropriation reporting control of all CIA and NSC funds, maintains allotment accounting for all vouchered activities, audits all vouchered funds expenditures, and prepares and audits payrolls for all vouchered personnel, keeping related individual employee records of leave, income, differentials, allowances, retirement, taxes and bond purchases. It is also responsible for effecting reconciliations and reporting all retirement and tax transactions, and interprets and applies the provisions of laws, regulations, and Agency policies relating to the accounting for and expenditure of vouchered funds. The Division prepares financial reports and statements as required, performs working liaison with the General Accounting Office, Treasury Department, Departments of State and Defense, the Civil Service Commission, and other agencies on matters relating to vouchered fiscal activities of the Agency and NSC; and prepares inquiries and replies regarding General Accounting Office questions and exceptions. In addition to the Office of the Chief, the Fiscal Division consists of the following six branches: Accounting, Payroll, Claims, Travel, Fiscal Processing, and Disbursing.

Finance Division

This Division administers the unvouchered funds program of the Agency in conformance with the policies and regulations established by the Director; maintains appropriate accounts and records pertaining to the safekeeping and disbursement of unvouchered funds; directs the activities of Agency Cashiers and confidential funds officers within and without the United States; devises and administers uniform standards for the audit, certification, and payment of official expenses in such manner as to insure operational security; prepares periodic and special financial reports and statements as required; maintains working liaison with other government agencies in connection with covert Agency operations conducted jointly with such agencies; conducts such foreign exchange operations as are necessary to support overseas operations of the Agency; performs a continuous audit of disbursements and accounts relating to domestic and overseas activities; maintains close liaison with operating units of the Agency to provide efficient and secure solution to financial

Com-4

30 September 1955

S-E-C-R-E-T

118

S-E-C-R-E-T

OFFICE OF THE COMPTROLLER

FUNCTIONAL STATEMENT (Cont'd):

Finance Division (Cont'd)

problems pertaining to covert and confidential activities; and conducts a training program in specialized covert financial procedures for employees going overseas. In addition to the Office of the Chief, the Finance Division consists of six Branches: Accounts, Operations and Liaison, Payroll and Travel, Proprietary Accounts, Monetary, and Industrial Contract Audit Branches.

Machine Records Division

The Machine Records Division is responsible for the development and application of tabulating machine techniques in the keeping of records, primarily in the administrative field, looking toward the elimination of manual methods wherever possible, effecting dollar economies and increased efficiencies, and permitting the production of such reports and information as may be required for good administrative management, for auditing, and future planning purposes. In addition to the Office of the Chief, the Machine Records Division consists of a Planning Staff and six branches: Card Punch and Verifying, Accounting, Supply Control, Special Projects, Personnel, and Payroll.

COM-5

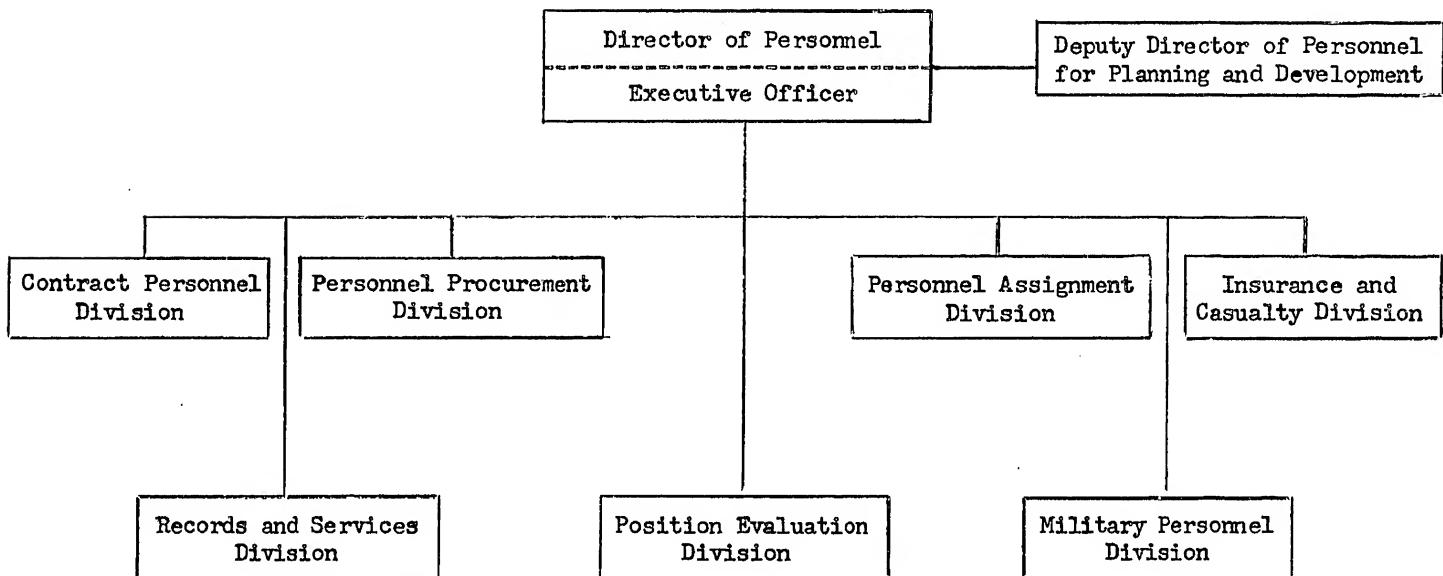
30 September 1955

S-E-C-R-E-T

117

S-E-C-R-E-T

OFFICE OF PERSONNEL



PER-1

30 September 1955

S-E-C-R-E-T

118

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT

Director of Personnel

General - The Director of Personnel is responsible to the Director of Central Intelligence, through the Deputy Director (Support), for the development and administration of an Agency-wide personnel program. He is responsible for formulating and recommending policies, regulations, and standards which shall govern the administration of personnel throughout the Agency; advising and assisting administrative and operating officials on all matters of personnel administration; inspecting, reviewing and evaluating all phases of personnel management activity wherever performed in the Agency for compliance with policies, regulations, and standards and for adequacy of personnel programs at all levels of the Agency; representing the Agency on civilian and military personnel matters to the U. S. Civil Service Commission, the Selective Service System, the Department of Defense, and other agencies as may be designated; and for conducting research in the field of personnel management as required in support of operational programs.

Deputy Director of Personnel for Planning and Development

Responsible for providing assistance and advice to the Director of Personnel in the formulation, development and coordination of policies, regulations, practices and standards governing personnel management throughout the Agency; development of plans and recommendations to meet the Agency long-range manpower requirements, to establish the personnel reserve program, and for the mobilization of manpower in the event of a national emergency; review and evaluation of Agency personnel management practices for compliance with regulations and recommendation of appropriate action where indicated; administration of the Agency's career development programs; implementation of Agency regulations for acquiring and retaining membership in the Career Staff, including recommendations as to criteria for the evaluation of the abilities, capabilities and deficiencies of personnel in order to determine their suitability for selection into the Career Staff; and provision of secretariat service and administrative support to the CIA Career Council, the CIA Selection Board and the Honor Awards Board as required of the Director of Personnel in his relation to these bodies.

PER-2

30 September 1955

S-E-C-R-E-T

11

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont'd)

Contract Personnel Division

Responsible for recommending policy standards governing Agency contracts for personal services and certain other special contracts required in support of covert operations; for preparing and executing such contracts; for the review of all field contracts submitted to headquarters; for the development of policies relating to Staff Agent personnel and the complete personnel processing of such personnel, including preparation of Letters of Appointment; for preparing Letters of Authorization for military details; for preparing [REDACTED] agreements; for recommending policy standards for special allowances and for granting and reviewing all such allowances.

25X1C

Personnel Procurement Division

Responsible for the execution of an overt and covert personnel procurement program to meet Agency-wide personnel needs. This program involves the development and exploitation of leads and sources of qualified personnel and the establishment of appropriate lead/source registers 25X1A for current and future use; the maintenance of a [REDACTED] recruitment staff together with appropriate facilities to discover, interview and evaluate employment prospects; the maintenance of close relationships with other Office of Personnel and Agency components to be continually informed of current and anticipated personnel needs; and maintenance of statistical controls necessary for a continuing evaluation of Division-sponsored recruitment activity.

Personnel Assignment Division

Responsible for conducting a comprehensive program for the assignment and development of Agency personnel, including initial selection and in-service reassignment. The Division provides close support and assistance to the Agency's career components in the selection, assignment, rotation, development and utilization of personnel; participates in the development of overall personnel policies, procedures, standards and regulations, and is responsible for the review and approval of all personnel action requests in conformance with Agency policies and regulations. The Division also provides a personnel counseling service.

Insurance and Casualty Division

Responsible for operating a comprehensive program including life, health and accident,
PER-3
30 September 1955

120

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont'd)

Insurance and Casualty Division(Cont'd)

hospitalization, and air travel insurance for Agency personnel which encompasses the issuance of insurance policies, collection of premiums, adjustment of claims, and liaison with underwriters; processing claims submitted in accordance with the provisions of the Federal Employees' Compensation Act and the Central Intelligence Agency Act in connection with injury or death of Agency employees; processing retirement claims for service credit, refund, disability or age retirement with the Civil Service Commission; processing all cases of Agency personnel within the scope of the Missing Persons Act; and administrative control of all casualty (serious injury, illness or death) cases arising among Agency employees, including notification of next-of-kin, preparation of letters of condolence, coordination of necessary action with other Agency components, etc.

Records and Services Division

Responsible for processing official personnel actions and maintaining official records of Agency personnel, including correspondence, applicant and employee files; maintaining statistical records and preparing necessary statistical reports; providing a comprehensive employee services program including housing service, recreational programs, fund-raising campaigns, etc.; operating a central processing service for personnel performing official travel; and participating in the development of overall personnel policies, procedures, standards and regulations.

Position Evaluation Division

Responsible for providing an Agency-wide program of personnel service in position classification and wage administration; participates in the development of overall personnel policies, procedures, standards and regulations; allocates Agency and NSC positions; develops classification standards and qualification requirements; performs wage administration activities governing all departmental and field positions; and provides position evaluation service and guidance pertaining to salaries of various associate personnel.

Military Personnel Division

Responsible for providing service in the procurement, assignment, administration and disposition
PER-4
30 September 1955

S-E-C-R-E-T

12

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (Cont'd)

Military Personnel Division (Cont'd)

of military personnel detailed to the Agency from the Department of Defense; participates in the development of overall personnel policies, procedures, standards and regulations; conducts necessary liaison with appropriate components of the Department of Defense; and prepares and maintains the necessary records pertaining to military personnel.

PER-5

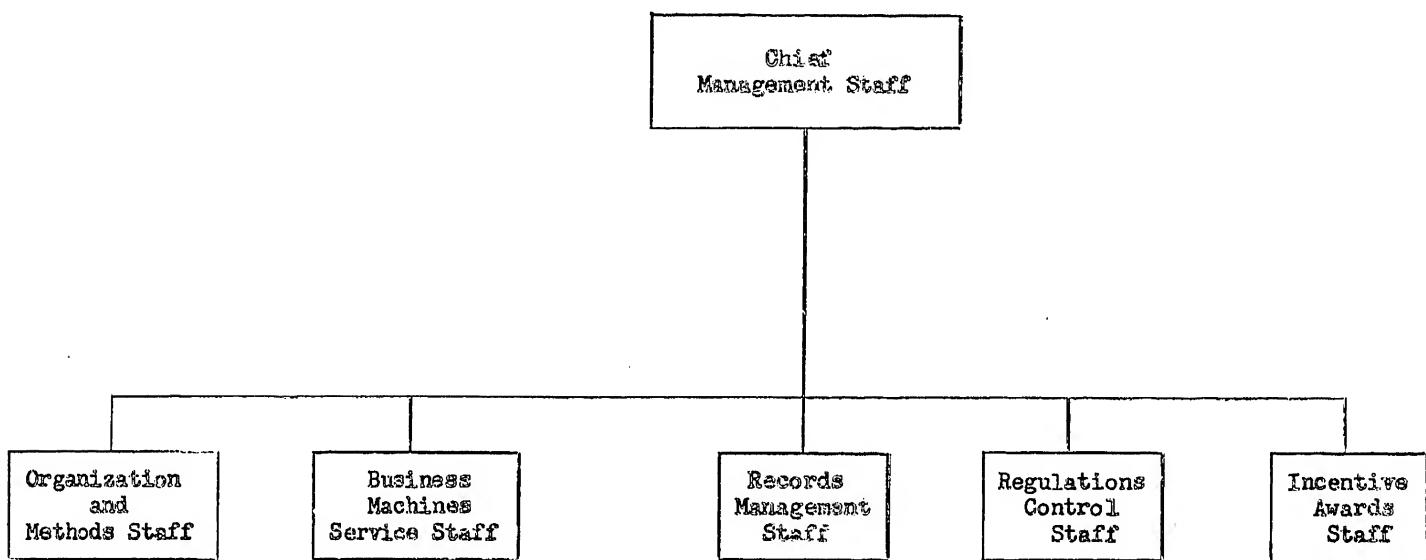
30 September 1955

S-E-C-R-E-T

12

S-E-C-R-E-T

MANAGEMENT STAFF



MAN-1

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

MANAGEMENT STAFF

FUNCTIONAL STATEMENT

Office of the Chief

The Chief of the Management Staff is responsible for administering the Agency's Management Program, developing and recommending plans, programs, policies and procedures designed to improve management and/or efficiency throughout the Agency.

Organization and Methods Staff

Conducts studies of organization, functions, systems, and methods; reviews and coordinates proposals for changes in Tables of Organization and personnel ceilings; provides management consulting service to all elements of the Agency; arranges for use of outside consultants when required; conducts research on management techniques and disseminates resultant information throughout the Agency.

Business Machines Service Staff

Renders services to all elements of the Agency when installation of business and statistical machines is under consideration to assure acquisition of machines which most economically and effectively meet the Agency needs; conducts research in cooperation with manufacturers in the development of more efficient office equipment.

Records Management Staff

Responsible for directing the Agency-wide Records Management Program involving the development, maintenance, organization and use of records in the conduct of current business; the transfer or destruction of those records not currently required or seldom used; the operation of the vital file materials program; the design and utilization of forms including the assignment of form numbers; the improvement of the quality of correspondence and the simplification of correspondence preparation; the elimination and prevention of unnecessary reporting and improvement of essential reports.

MAN-2
30 September 1955

S-E-C-R-E-T

12

S-E-C-R-E-T

MANAGEMENT STAFF

FUNCTIONAL STATEMENT(Cont'd)

Regulations Control Staff

25X1A

This is the central Agency control staff for the administration of the Agency's regulatory system. (Regulations, Notices, and Handbooks, [REDACTED]) It is responsible for establishing publications standards, (format, language, typography, numbering, grouping, and paragraphing); for making recommendations where a need for the expression or revision of Agency policy seems to exist; for maintaining a continuous review of Agency regulatory issuances; for maintaining official records of the coordination and authentication of regulatory issuances; for direct supervision of the Clandestine Services regulatory system; for rendering advice and assistance to all Agency components in planning and organizing regulatory materials, expediting and assisting in the general development and formal coordination of proposed issuances.

Incentive Awards Staff

The Staff, under the policy guidance of the Agency Incentive Awards Committee is responsible for the execution of the Agency's Incentive Awards Program which was established in compliance with Title III, Public Law 763, 83rd Congress. This program is designed to encourage the participation of Agency employees in improving the efficiency and economy of Government operations; to reward employees individually or in groups for their suggestions, inventions, superior accomplishments or other personal efforts which contribute to efficiency, economy, or other improvement in Government operations; to recognize and reward employees individually or in groups who perform special acts or services in the public interest in connection with, or related to, their official employment.

MAN-3

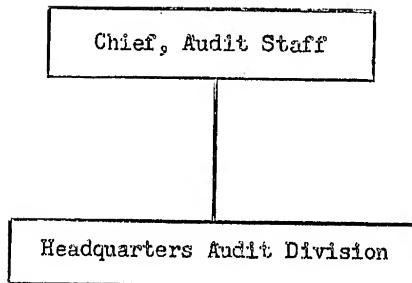
30 September 1955

S-E-C-R-E-T

125

S-E-C-R-E-T

AUDIT STAFF



AUD-1

30 September 1955

S-E-C-R-E-T

126

S-E-C-R-E-T

AUDIT STAFF

FUNCTIONAL STATEMENT

Chief, Audit Staff

The Chief, Audit Staff is responsible for the review of financial and property accounting policies, procedures, practices, and activities to determine that suitable controls are established to assure proper accounting for all Agency assets, and an independent comprehensive type final audit, domestic and foreign, of all confidential funds and projects financed therefrom; and of all property. In fulfilling this responsibility, it is the function of the Chief, Audit Staff to:

Audit all Agency money and property accounts to insure compliance with regulations, procedures, and generally accepted standards;

Review procedures for conducting internal audits of vouchered funds prior to final audit by the General Accounting Office;

Perform final audit of all financial accounts involving confidential funds, including but not limited to:

Unannounced counts and inspections at irregular intervals of monies on hand, imprest funds and other assets.

Bank account reconciliations are examined periodically;

Determining whether cash balances are excessive, facilities for the safekeeping of cash are adequate, combinations to safes are protected as required by regulations, and reserves established for specific purposes are realistic;

Examining individual financial transactions, payrolls, accountings for advances including tracing of delinquent advances, and miscellaneous expense items when deemed necessary. The scope of such audit shall be determined by an appraisal of

AUD-2
30 September 1955

S-E-C-R-E-T

127

S-E-C-R-E-T

AUDIT STAFF

FUNCTIONAL STATEMENT (Cont'd)

Chief, Audit Staff (Cont'd)

internal financial practices and control procedures, the condition of records, the value of the items involved, and the results of selective test checking.

Perform final commercial type audit of proprietary, subsidy and other projects financed from confidential funds. Such audits are conducted at Headquarters by Agency auditors and at project sites either by Agency auditors or by public accountants selected by the Chief, Audit Staff.

Review, after final settlement, prepayment contract audits in order to determine their adequacy;

Perform final audit of all property accounts, including but not limited to:

Reviewing of property accounting and warehouse procedures to determine that provision is made for a proper accounting for all property;

Test checking property accounting records to determine that property purchased or issued to the Agency has been entered in the proper account and the balances on hand are correct;

Making spot inventories as deemed appropriate, of such selected real and personal official property to see that the balances on hand agree with the balances listed in the stock record account;

Making spot checks of property in use to determine whether it is being utilized in accordance with regulations.

Report to the head of the activity concerned cases where it is found that an account to be audited has not been brought up to date so as to permit a prompt audit;

AUD-3
30 September 1955

S-E-C-R-E-T

128

S-E-C-R-E-T

AUDIT STAFF

FUNCTIONAL STATEMENT (Cont'd)

Chief, Audit Staff (Cont'd)

Report audit findings through established channels and follow-up to see that corrective measures are taken;

Report to the Director any activities which he finds, as a result of audit activities, to be uneconomical, inefficient, or improper, and recommend changes in the interest of efficiency and protection of Government funds or property;

Establish and direct domestic and overseas field audit units as necessary to effect a proper independent audit of field installations.

Headquarters Audit Division

This staff assists the Chief, Audit Staff in carrying out at Headquarters level the responsibilities and functions outlined above. It is responsible for:

The final audit of all Headquarters confidential funds accounts, including proprietary, subsidy and other projects administered by Headquarters; all Headquarters property accounts; all Agency sponsored activities such as Government Employees Health Association and the Federal Credit Union;

The preparation and submission to the Chief, Audit Staff of reports on matters requiring his attention or corrective action by other Agency components;

The development of procedures for all audit activities, domestic and foreign.

AUD-4

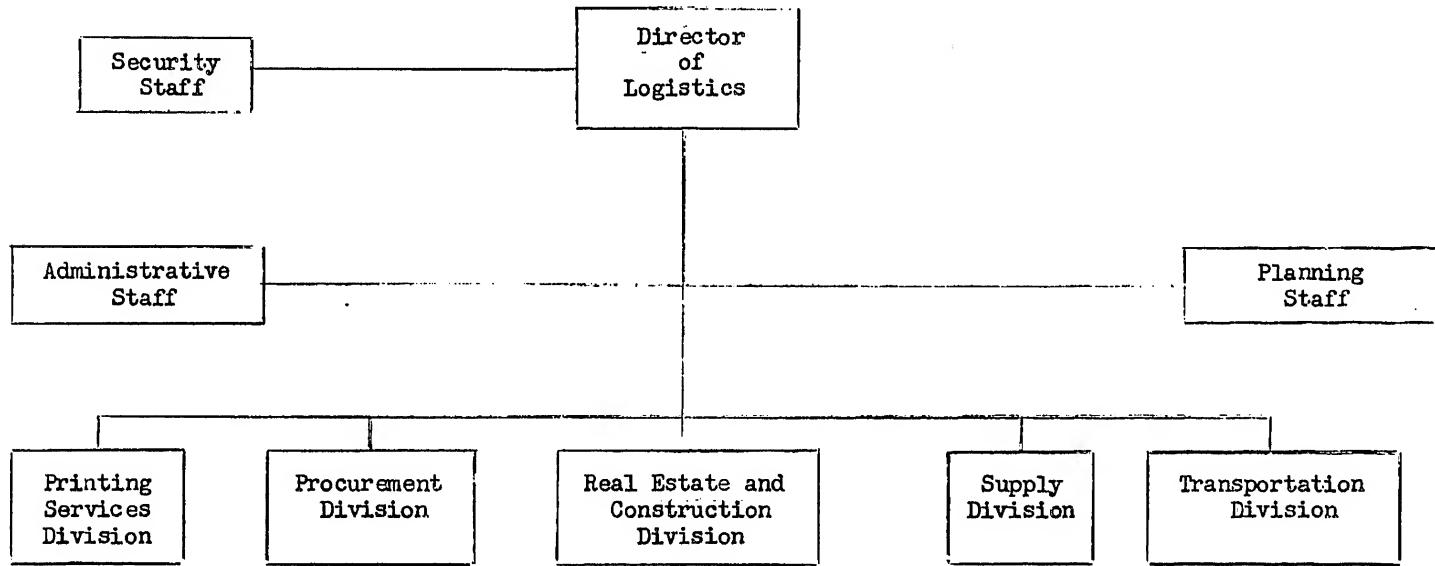
30 September 1955

S-E-C-R-E-T

129

S-E-C-R-E-T

OFFICE OF LOGISTICS



LOG-1

30 September 1955

S-E-C-R-E-T

130

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT

Office of the Director

The Director of Logistics is responsible for the procurement, distribution, and accountability of the Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs, including office space, building maintenance, moving, telephone, and other related office services; for providing printing, reproduction, and mail and courier services; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for establishing new Agency logistical policy or the modification of existing logistical policy. Develops and implements a continuous program for the systematic appraisal of world-wide logistical operations; negotiates with the Joint Chiefs of Staff, Joint Subsidiary Plans Division, and other government agencies on matters involving establishment of new logistical policy, and revision of current logistical policy, and evaluates the extent and effectiveness of support provided to Agency activities under agreements with other government agencies.

Security Staff

Reports directly to the Director of Logistics and acts as his direct representative on all security matters concerning the Office of Logistics.

Advises Office of Logistics personnel, both headquarters and field, regarding security measures necessary in their daily operations and administration.

Confers with the Director of Security on all Office of Logistics security matters affecting Agency-wide security policy and recommends desirable CIA security policies as related to Office of Logistics operations.

Reviews for approval and concurrence all Office of Logistics proposals, plans, projects, and activities where security is a factor.

Initiates security clearance procedures and maintains necessary records in all cases where the Office of Logistics must disclose classified information to non-Agency individuals.

LOG - 2

30 September 1955

S-E-C-R-E-T

13

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Security Staff (Cont'd)

Conducts inspections of Office of Logistics installations, present and proposed, to insure that the security facilities are adequate for the protection of sensitive materials and activities, and that proper security measures are being enforced.

Initiates clearances, briefs contractors regarding Agency security requirements, and conducts inspection of the contractors' facilities to determine that the contractor has adequate security provisions in accordance with the sensitivity of the production and the classification of the contract.

Administrative Staff

Assists and advises the Director of Logistics, and staff and line officials in the development, application, and review of all administrative activities of the Office of Logistics. Such activities include personnel, training, budget and fiscal, management assistance, records management, general and classified mail. Administers the Agency mail and courier service program.

In cooperation with the Logistics Career Service Board, formulates and executes internal personnel and training policies.

Develops personnel requirements, and conducts personnel functions involving the review, recording, and preparation and disposition of personnel forms and records.

Develops personnel training requirements for the Office of Logistics, directs the formulation of logistics training programs and courses and schedules Office of Logistics personnel for training.

Administers the Office of Logistics records management program.

Administers centralized mail room, document registry, communications distribution and pickup, and classified material control function.

Prepares Office of Logistics budget estimates, including the consolidation and coordination of annual budget requests and justifications. Develops Office of Logistics budget and fiscal policies.

LOG-3

30 September 1955

S-E-C-R-E-T

132

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Administrative Staff (Cont'd)

Maintains a system of internal control over the allotment and expenditure of funds and furnishes information regarding the availability of funds for Office of Logistics programs, projects and activities.

Maintains the detailed allotment control record for the consolidated Agency covert allotment for "transportation of things".

Develops and controls procedures governing Office of Logistics regulatory issuances.

Reviews proposed regulations, handbooks, or other directives material for the purpose of determining whether new policy is established therein or whether existing policy is affected.

Improves existing logistics procedures and develops and ensures the implementation of new and revised procedures.

Provides assistance to line and staff officials in the preparation of Office of Logistics Instructions or Agency regulations.

In collaboration with the Management Staff, studies and analyzes operational efficiency, organizational structure and utilization of personnel, to effect improvement in these fields.

Planning Staff

Keeps the Director of Logistics, and other elements of the Office of Logistics, informed concerning the logistical aspects of Agency objectives, plans, programs, and projects.

Conducts long-range planning in coordination with appropriate elements of the Agency to meet operational requirements, to establish strategic reserves, and to develop plans for major and forward support bases.

Furnishes technical logistics guidance and assistance to major Agency planning elements to ensure that essential logistical implications are considered from inception of the plan to implementation.

LOG-4

30 September 1955

S-E-C-R-E-T

133

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Planning Staff (Cont'd)

Develops coordinated logistics support plans, including gross requirements, for projects or operations of any component of the Agency to insure accuracy, adequacy, completeness, and feasibility.

Develops or initiates action to secure basic policies and standards necessary in the planning of logistical support to Agency operations.

Initiates and develops phased mobilization and war plans for the Office of Logistics in coordination with appropriate elements of the Agency and the Divisions and Staffs of the Office of Logistics.

Reviews logistics annexes when prepared by other Agency components in order to assure their adequacy, completeness and logistical feasibility.

Maintains a technical logistics reference center and service serving all elements of CIA.

Printing Services Division

Responsible for the developing, implementing, and maintaining policy procedures, methods, and standards for the operation of the Agency-wide printing program and for providing printing services. Printing services include offset and letterpress printing and all related operations, all types of photography and motion picture operations, microfilm photography, collating, binding, and initial distribution of material so produced. All types of printing material are included.

Provides technical advice to the Director of Logistics and all Agency components in matters pertaining to printing and photographic reproduction. Maintains liaison with the Joint Committee on Printing, the Government Printing Office, other government agencies, and commercial concerns to assure that printing and reproduction facilities are available to meet the needs of the Agency; maintains technical supervision over all Agency printing facilities, both headquarters and field. Coordinates Agency graphic arts research; participates in the training of personnel for overseas assignment; and continuously studies all Agency printing programs and publications in order to recommend organizational and operational changes which promote overall efficiency and assure the Agency of a soundly managed printing program.

LOG-5
30 September 1955

S-E-C-R-E-T

134

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Procurement Division

Plans, directs, reviews, and coordinates all overt and covert procurement activities of the Agency from commercial sources, Department of Defense, and other governmental sources.

Acts in the capacity of contracting officer in accordance with delegated authority from the Director of Logistics.

Acts as principal liaison officer to the Department of Defense in the procurement of military supplies and equipment.

Advises the Director of Logistics on policies and procedures on logistical matters affecting procurement activity.

Real Estate and Construction Division

Directs the overall real estate, construction, and housing programs of CIA, including engineering surveys, appraisals, acquisition, design, construction, utilization, repair, maintenance, and utilities.

Exercises staff and technical direction of all real estate and construction activities conducted in the field under delegated authority.

Consults with and advises staff and operating officials of CIA with respect to real estate and construction requirements involved in proposed and approved projects and programs.

Determines or reviews architectural and engineering requirements for construction projects and provides for the preparation of plans and specifications.

Provides or arranges for the architectural and engineering supervision, under cover where necessary, of the actual construction of approved projects.

LOG-6
30 September 1955

S-E-C-R-E-T

135

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Real Estate and Construction Division (Cont'd)

Provides or arranges for utilities engineering supervision, under cover where necessary in connection with operation and maintenance, power installations, sewer and water systems, heating, air conditioning, and refrigeration requirements of approved projects.

Provides for the acquisition and utilization of real property, overtly and covertly as may be necessary to meet the requirements of Agency programs and projects.

Provides planning for new CIA Headquarters Building and the long range space requirements of the Agency.

Prepares procedures, regulations, and standards as may be necessary to carry out the functions of the Division.

Maintains complete records of CIA real property, directly or indirectly acquired, and prepares reports for management and operational purposes.

Participates in training and indoctrination of real estate and construction personnel assigned to field offices.

Arranges for the procurement, maintenance, and repair of all CIA headquarters space and telephone facilities.

Supply Division

Formulates, implements, maintains, revises, and promulgates supply policies, directives, procedures, and standards to provide for maximum efficiency and uniformity in support of an Agency-wide supply system.

Furnishes technical guidance and assistance to overseas supply operations.

Exercises technical control over the supply operations of field depots.

LOG-7
30 September 1955

S-E-C-R-E-T

136

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT (Cont'd)

Supply Division(Cont'd)

Identifies and catalogs Agency material, and prepares and publishes the Agency Supply Catalog and revisions thereto, for supply use world-wide.

Determines requirements, establishes and maintains stock levels for material to be carried in Agency depots based on operating requirements.

Distributes Agency supplies and equipment on a world-wide basis as required for operational support.

Determines and accomplishes appropriate disposal actions for excess and unservicable property on an Agency-wide basis.

Maintains accountability for all material in stock and in use in US depots, administrative equipment in use in Headquarters, property in use in Headquarters controlled activities, and the Agency detached stations.

Receives, stores, issues, and controls Agency material held in US depots, including the performance of surveillance, maintenance, preservation, and renovation of such materials.

Controls and assures that efficient material handling, space control, and labor are utilized by US depots and furnishes technical data for leasing, construction, or alteration of storage facilities.

Trains and furnishes qualified supply personnel for Agency-wide requirements.

Performs liaison functions with other government agencies in matters concerning supply operations with CIA.

LOG-8

30 September 1955

S-E-C-R-E-T

j37

S-E-C-R-E-T

OFFICE OF LOGISTICS

FUNCTIONAL STATEMENT(Cont'd)

Transportation Division

Develops, recommends, and implements regulations, and procedures pertaining to the transportation of personnel, equipment and supplies; the operation, use and maintenance of Agency controlled motor vehicles.

Provides staff and technical guidance with regard to all Agency transportation matters.

Formulates plans, policies, and technical methods for the training of personnel engaged in transportation activities.

Arranges for the movement of Agency personnel, equipment, and supplies (including personal effects and privately-owned motor vehicles) through channels of other government agencies and commercial carriers.

Provides motor truck transportation for the movement of Agency equipment and supplies in the departmental area and for long distance hauls.

Provides headquarters motor pool service and scheduled bus service.

Provides for the maintenance and servicing of all Agency motor vehicles in the Metropolitan Area of Washington, D.C.

LOG-9

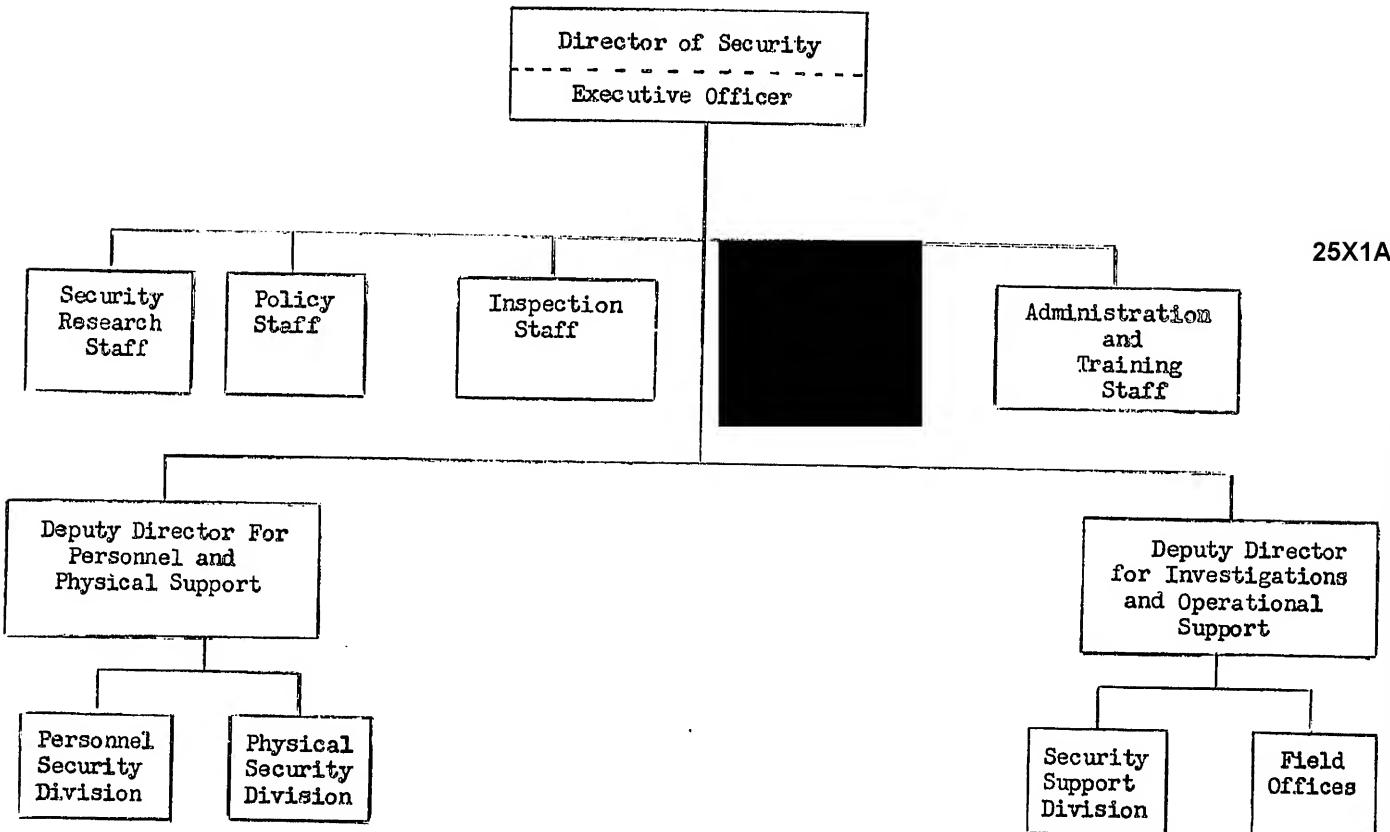
30 September 1955

S-E-C-R-E-T

138

S-E-C-R-E-T

OFFICE OF SECURITY



SEC-1

30 September 1955

S-E-C-R-E-T

133

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT

Director of Security

The Director of Security is responsible for the preparation and execution of the Agency's over-all security program, and the performance of security inspection functions.

Inspection Staff

Conducts regularly scheduled and special security inspections of all Agency domestic and foreign installations, renders staff guidance with respect to, or conducts security surveys of Agency contractors' facilities; ascertains the suitability of non-agency training facilities; provides security guidance for Agency classified procurement program; serves as coordinator for overseas and domestic Security Officers assigned outside of the Security Office; monitors lists of all visitors entering Agency buildings; provides security guidance on request to other CIA components and conducts special studies and performs other duties as requested by the Director of Security.

Policy Staff

Serves as principal advisor to the Director of Security on all matters in which the establishment of security policy is necessary; renders security consultation and guidance to the Director of Security and other Agency officials for security plans on interdepartmental exploitation, research and other joint effort activities; serves as Agency representative on interdepartmental and international committees on security problems of mutual interest; furnishes security advice to various Agency boards and committees as requested; serves as consultant when requested on matters concerning Agency external affairs.

Security Research Staff

Collects, evaluates and develops information for the purpose of detecting, preventing and eliminating penetration of the Agency by foreign intelligence organizations or by domestic organizations whose activities may be inimical to the United States; maintains liaison with various sensitive government agencies to assure the free flow of highly sensitive information to Agency operations;

SEC - 2

30 September 1955

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT(Cont'd)

Security Research Staff (Cont'd)

conducts research in connection with employee loyalty cases; and coordinates the counter-intelligence effort throughout the Office of Security.

25X1A

A large rectangular area of the document has been completely redacted with a solid black box.

Administration and Training Staff

Provides the administrative, personnel, budget, supply and training support for all other staffs, divisions, activities and operations in the Office of Security, including its headquarters and field offices. It establishes, develops and implements internal administrative policies and procedures, is accountable for all property assigned to the field and certain technical equipment assigned to headquarters. It prepares administrative reports and studies and budget estimates and maintains budget controls and financial records. It formulates and implements specialized security training programs and courses and conducts on-the-job and career management training in close coordination with the Agency's training program and policies.

Deputy Director for Personnel and Physical Support

Recommends to the Director of Security the establishment or modification of policy as it pertains to the fields of personnel and physical security; directs the implementation of security policies laid down by the Director of Security; provides policy guidance and control for the Personnel Security and Physical Security Divisions; directs and reviews the development of long range plans in the field of Personnel and Physical Security.

SFC-3

30 September 1955

S-E-C-R-E-T

141

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT (Cont'd)

Personnel Security Division

Initiates all personnel security investigations for overt and semi-covert personnel; analyzes the reports of field investigations for overt and semi-covert personnel; approves such personnel for employment or association with the Agency or recommends disapproval for security reasons; conducts a program of review and re-appraisal of employees; maintains personnel reference files on all but covert personnel; conducts a program of exit briefings for personnel leaving the Agency or departing for overseas assignments; approves transfer of employees between components of the Agency from a security standpoint; conducts interviews by means of general and special

25X1A

[REDACTED]
passes upon requests of employees to engage in outside activities.

Physical Security Division

Responsible for planning and directing a general over-all security program for safeguarding all classified information, installations, buildings, property, equipment and personnel of the Agency; for the conduct of physical security surveys of buildings or areas used by or under the purview of the Agency; acts in an advisory capacity to other organizational units regarding the application of security regulations; is responsible for the investigation of each security violation or case of loss, theft or misuse of Agency property; plans guard requirements and supervises the guard force; supervises receptionists; provides for the secure collection, transportation and destruction of classified waste; plans, develops and conducts an Agency-wide safety program; conducts program for testing, evaluating, maintaining and repairing safe keeping equipment; supervises a technical

25X1A

[REDACTED]
for the personal safety of certain high level Agency officials.

SEC-4

30 September 1955

S-E-C-R-E-T

142

S-E-C-R-E-T

OFFICE OF SECURITY

FUNCTIONAL STATEMENT(Cont'd)

Deputy Director for Investigations and Operational Support

Directs the implementation of security policies set forth by the Director of Security and is directly responsible for the conduct of all field investigation and operational support activity and provides policy guidance and control for the headquarters operating elements and field offices under the jurisdiction of the office.

Security Support Division

Supervises and directs the conduct of field investigations of all types of personnel of interest to the Agency; supervises operational support cases involving special inquiries concerning personnel, escorting of personnel and material, protective custody of personnel and other investigations in support of Agency operations; coordinates and controls the personnel investigation and operation support case load of field activities; provides guidance to all Security Office personnel on covert support matters in the conduct of Security Office programs; investigates the compromise of cover arrangements and reports on the security implication of such compromise.

SEC-5

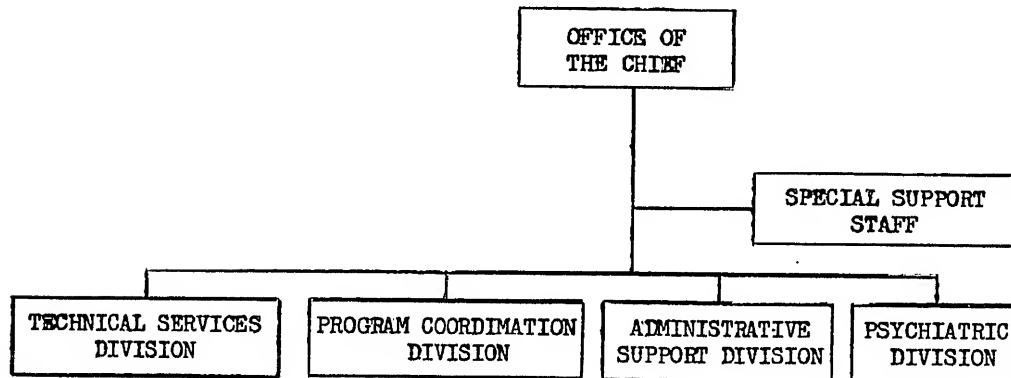
30 September 1955

S-E-C-R-E-T

14

S-E-C-R-E-T

MEDICAL STAFF



MED-1

30 September 1955

S-E-C-R-E-T

14

S-E-C-R-E-T

MEDICAL STAFF

FUNCTIONAL STATEMENT

The Medical Staff is responsible for providing medical services to all personnel employed by or assigned to the Central Intelligence Agency. This function consists of a preventive health program for the Washington area and a medical support program for overseas operation. In the performance of the activities necessitated by these programs the Medical Staff accomplishes the physical evaluation of all employees and employment applicants, including such examinations as entrance on duty, preparation for overseas assignments, return from overseas, return from extensive illness and special request examinations. The preventive health program includes diagnostic and consultative service, visiting nurse service and the establishment and maintenance of Agency health rooms where essential. The medical support program for overseas operations includes the establishment of aid stations and medical posts, the planning of medical aspects of proposed operations, the training of medical and of non-medical personnel and the maintenance of current information in regard to therapy and epidemiology.

In accordance with the regulations of the Bureau of Employees' Compensation of the Department of Labor, the Medical Staff provides complete treatment and care for compensation cases within the limits of its facilities. The Staff also effects care and treatment of military personnel and their dependents, including supplying of medications and referral to proper medical authorities for specialized treatment.

Technical Services Division

Responsible for the establishment of physical standards for all Agency positions both domestic and foreign; the physical evaluation of all employees and applicants, including such examinations as entrance-on-duty, overseas, returnee, return from extensive illness, annual examinations and special examinations; the Agency preventive health program including annual X-ray surveys, diagnostic and consultative service when required and a visiting nurse service; the operation of the CIA Dispensary and twelve health rooms in Washington necessary for the treatment of minor ailments or referral to specialists; the treatment and care of employees' compensation cases within the limits of available facilities, including liaison with the Bureau of Employees' Compensation of the Department of Labor on compensation cases; the care and treatment of military personnel and their dependents, providing complete treatment when required.

MED-2

30 September 1955

S-E-C-R-E-T

145

S-E-C-R-E-T

MEDICAL STAFF

FUNCTIONAL STATEMENT (Cont'd)

Program Coordination Division

Responsible for the medical training of technicians, nurses, and medical officers for assignment to CIA operational projects and Agency health program; current, world-wide epidemiological information needed to immunize personnel for duty in any part of the world; liaison with other government agencies such as the Department of Defense, the United States Public Health Service, etc. in the exchange of medical information; the establishment and maintenance of a program for collection, analysis, and dissemination of medical information for the world-wide Agency Program; the maintenance of a medical research program designed to furnish basic research on special problems of a medical nature for Agency requirements; and the training of lay personnel including operational personnel in elementary and advanced first-aid.

Administrative Support Division

Responsible for the development and operation of the Medical Staff budget, including the preparation of special project budgets; the development of plans, specifications, equipment, and supply tables for operations support, and the space and maintenance requirements in the Washington area for the Medical Staff; the recruitment and processing of personnel and the maintenance of personnel records of medical personnel including physicians, specialists, nurses, medical technicians, administrative and clerical personnel both overseas and domestic; the maintenance of the Medical Supply Program, including current data on new drugs and equipment; the stocking of emergency medical supplies for immediate transfer to field installations; the screening of all medical requisitions both domestic and foreign to maintain Medical Staff standards, and the maintenance of a standard medical supply catalog for all Agency requirements; and the establishment and control of administrative procedures for the Medical Staff in such matters as security, regulatory issuances, records management, vital materials, and top secret control.

Special Support Staff

Responsible for the establishment, maintenance and technical supervision of medical support operations. This includes advising overseas offices of the medical support required for operational projects in terms of size of medical activities, number and type of professional medical personnel, and medical supplies and equipment needed; the assignment of medical

MED-3
30 September 1955

S-E-C-R-E-T

14

S-E-C-R-E-T

MEDICAL STAFF

FUNCTIONAL STATEMENT (Cont'd)

Special Support Staff (Cont'd)

personnel such as doctors, nurses and technicians for operations support, and the handling of correspondence with medical personnel and medical activities overseas regarding the incidence of various diseases, injuries, etc., and their treatment.

Psychiatric Division

Responsible for providing psychiatric support to components of the Agency as required. This division develops and maintains criteria and standards for screening and selection of personnel, provides therapy, maintains psychiatric consultant and research programs, and assists the operating divisions with problems in this specialized field.

MED-4

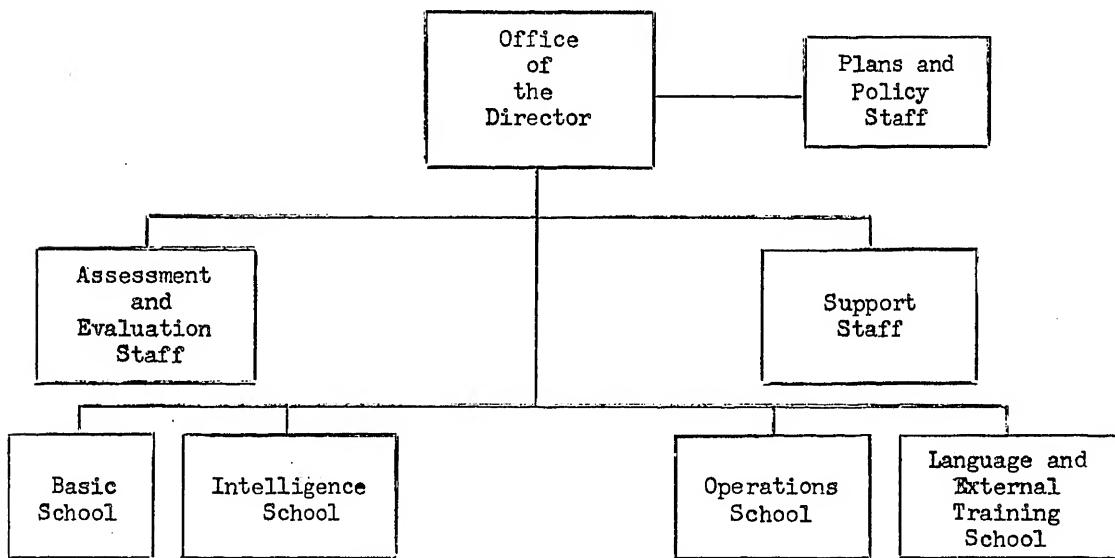
30 September 1955

S-E-C-R-E-T

14

S-E-C-R-E-T

OFFICE OF TRAINING



TRG-1
30 September

S-E-C-R-E-T

148

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT

General

The Director of Training is responsible for the development, direction, and conduct of Agency training programs and with providing for Agency participation in training programs at appropriate external facilities, public and private in the United States and Overseas, under applicable provisions of Public Law 110 (81st Congress, 1st Session). The Director of Training also participates in the formulation of the policies and plans of the CIA Career Service Program.

The Office of Training is a service organization for all of the Offices of the Agency. Its basic purpose is to improve the capability of personnel to serve the Agency. New professional personnel recruited by the Agency must be regarded as laymen in the field of intelligence no matter how qualified they may be in their respective professional fields. They must be taught new knowledge, new substantive concepts, and new skills and techniques. Through training, their particular professional competence must be related to the field of intelligence and subordinated to it so that they will use their professional competence as intelligence officers. Not only must an extensive and diverse training effort be continued but research and planning must go hand in hand with that effort, both in established and contemplated areas of training. To this substantive and administrative task must be added the requirement for close coordination and liaison with each and every office of the Agency and with the Departments of State and Defense and appropriate non-governmental institutions.

25X1A The Office of Training consists of the Office of the Director of Training, three Staffs, four Schools, and a major [redacted] training installation. Brief descriptions of the activities of each of these organizational components follow.

Director of Training

Provides executive direction for the activities of the Office of Training and policy and program coordination, through the Deputy Director (Support) with the Deputy Director of Central Intelligence, Deputy Director (Intelligence), and Deputy Director (Plans). Is responsible for all matters relating to training including the coordination, technical supervision, review and support of all Agency training activities, foreign and domestic. Also provides high level liaison and coordination with various Departments and Agencies of government, educational institutions and private corporations of Agency training matters.

TRG-2
30 September 1955

S-E-C-R-E-T

140

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT (Cont'd)

Plans and Policy Staff

Ascertains Agency training requirements, develops, reviews and coordinates policies, plans and programs of existing training activities, internal and external, domestic and foreign, to meet the training needs of the Agency.

Receives periodic reports from all Office of Training components; evaluates their significance to the Agency's training effort and recommends the action to be taken by the Director of Training in each case.

Establishes priorities, plans and schedules for the development, production, and dissemination of training publications.

Assessment and Evaluation Staff

Provides psychological services to the Office of Training and, with the concurrence of the Director of Training, to other Agency components within the United States and overseas. The general functions of this Staff are to:

Provide individual psychological assessment of referred persons, assist in determining their suitability for positions of a critical and sensitive nature, and to analyze psychological factors of the jobs being assessed.

Develop, apply and interpret psychological assessment techniques and methodology to determine the abilities, limitations and possibilities inherent in candidates for the Junior Officer Trainee Program, the Junior Career Development Program, for indigenous personnel and for other appropriate groups and individuals.

Develop, apply and interpret: appropriate psychological evaluation techniques for each of the courses offered by the Office of Training to determine student ability to learn; the psychological elements of course content, the effectiveness of instruction; and appropriate means of evaluating the student and other phases of training susceptible to the application of psychological analysis.

TRG-3
30 September 1955

S-E-C-R-E-T

150

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT (Cont'd)

Assessment and Evaluation Staff (Cont'd)

Develop, adapt, coordinate, apply and interpret group testing techniques as appropriate to Agency needs, particularly those expressed by the Office of Personnel.

Operate a continuous research activity in order to improve forms, techniques, procedures and results of all Staff programs and to explore new areas in which psychological services might be provided to the Office of Training or other Agency components.

Develop psychological phases of operational programs as requested.

Support Staff

Provides general administrative and support services for both headquarters and field training activities, and administering the Junior Officer Trainee Program. The specific functions of the Staff are to:

Provide, in coordination with Agency components having primary responsibility, administrative service to the Office of Training headquarters elements in the general fields of personnel, budget and fiscal, supply and transportation; and registrar services for trainees and training records.

25X1A

Exercise staff supervision over the Office of Training [REDACTED] administrative activities to ensure that such activities are carried out within the proper framework of the Government, and Agency regulations and policies.

Provide support to the Office of Training components in the fields of library services, editing and reproduction, audio and visual aids and photographic services.

Develop plans and projects and arrange facilities to meet long-range requirements of the Office of Training for the production of motion pictures.

Exercise general supervision over the operation of the Junior Officer Trainee Program.

Review, for concurrence of the Director of Training, all proposed Office of Training and Agency regulatory issuances.

TRG-4
30 September 1955

S-E-C-R-E-T

151

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT (Cont'd)

Support Staff (Cont'd)

Provide for Office of Training compliance with the Security, Records Management, and Emergency Evacuation programs of the Agency.

Basic School

Develops and conducts Training courses at headquarters, except language, area, and reading improvement, necessary to meet training requirements common to all Agency components, and to provide the basic knowledge and understandings which underlie the advanced or specialized training and career development of employees. The specific functions of this School are to:

Develop, coordinate, and conduct: introductory, intermediate, and advanced courses for clerks, typists, and stenographers; general and specialized administrative courses concerning the principles, techniques, and procedures pertinent to support assignments in headquarters and overseas; courses for executive and supervisory personnel, concerning management principles and techniques and their application; Basic Orientation courses relating to the intelligence process and clandestine activities; and courses for instructors and others concerning recommended methods and techniques of instruction and the use of training aids.

Provide general orientation and indoctrination for newly employed Agency personnel; briefings for new senior Agency personnel, Service Attaches and others; and lectures and presentations outside the Agency as required.

Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses, and training results.

Intelligence School

Develops, directs and conducts training programs in the principles, methods and objectives of national intelligence designed to relate the professional competence of selected Agency personnel to the profession of intelligence, and to increase their professional competence in the field of national intelligence. The specific functions of the School are to:

Develop, coordinate, and conduct: courses to instruct Agency personnel in the specific skills and methods involved in the processing and production of intelligence materials; courses to provide

TRG-5
30 September 1955

S-E-C-R-E-T

157

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT (Cont'd)

Intelligence School (Cont'd)

Agency personnel a general orientation in world communism, its theory, organization, strategy, and tactics; courses to improve employee skills in reading, intelligence writing, and oral briefing; and publish research concerning intelligence theory, methodology, and doctrine.

Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses, and training results.

Language and External Training School

Develops, directs, conducts, and arranges for language, area and specialized training programs within the Agency and at appropriate public and private facilities in the United States and overseas areas. The specific functions of the School are to:

Develop, coordinate, and conduct: courses at all levels in foreign languages as required; and courses in the political, geographic, economic and cultural aspects of foreign areas having particular significance to the Agency.

Provide guidance and counsel to Agency components and individuals on all language and area training problems, as to organized courses and self-study programs, and on all other training problems which can best be resolved through use of external training facilities.

Operate and maintain a language laboratory equipped with audio and visual aids for use in support of language courses.

Arrange for and supervise all training provided to Agency Staff personnel at appropriate external facilities, public and private.

Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.

TRG-6

30 September 1955

S-E-C-R-E-T

153

S-E-C-R-E-T

OFFICE OF TRAINING

FUNCTIONAL STATEMENT (Cont'd)

Operations School

25X1A Responsible for developing and conducting all clandestine operations training at headquarters and at the [REDACTED] and with reviewing and giving technical support to all such training conducted overseas by other Agency components. The specific functions of the School are to:
25X1A Develop, coordinate, and conduct: all advanced and specialized clandestine operations courses presented [REDACTED]

Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.

Develop training materials and training doctrine for clandestine operations courses.

Provide for coordination, technical supervision, review, and technical support of Agency operational training activities in foreign field installations of the Agency not under the immediate jurisdiction of the Director of Training including review and approval of the qualifications of personnel nominated to serve as instructors or training staff officers; review of all operational training doctrine, methods of instruction, training, and evaluation materials; headquarters coordination in planning, developing, review and inspection of operational training projects, programs, installations and activities; and headquarters advice, assistance, and technical support to such training activities.

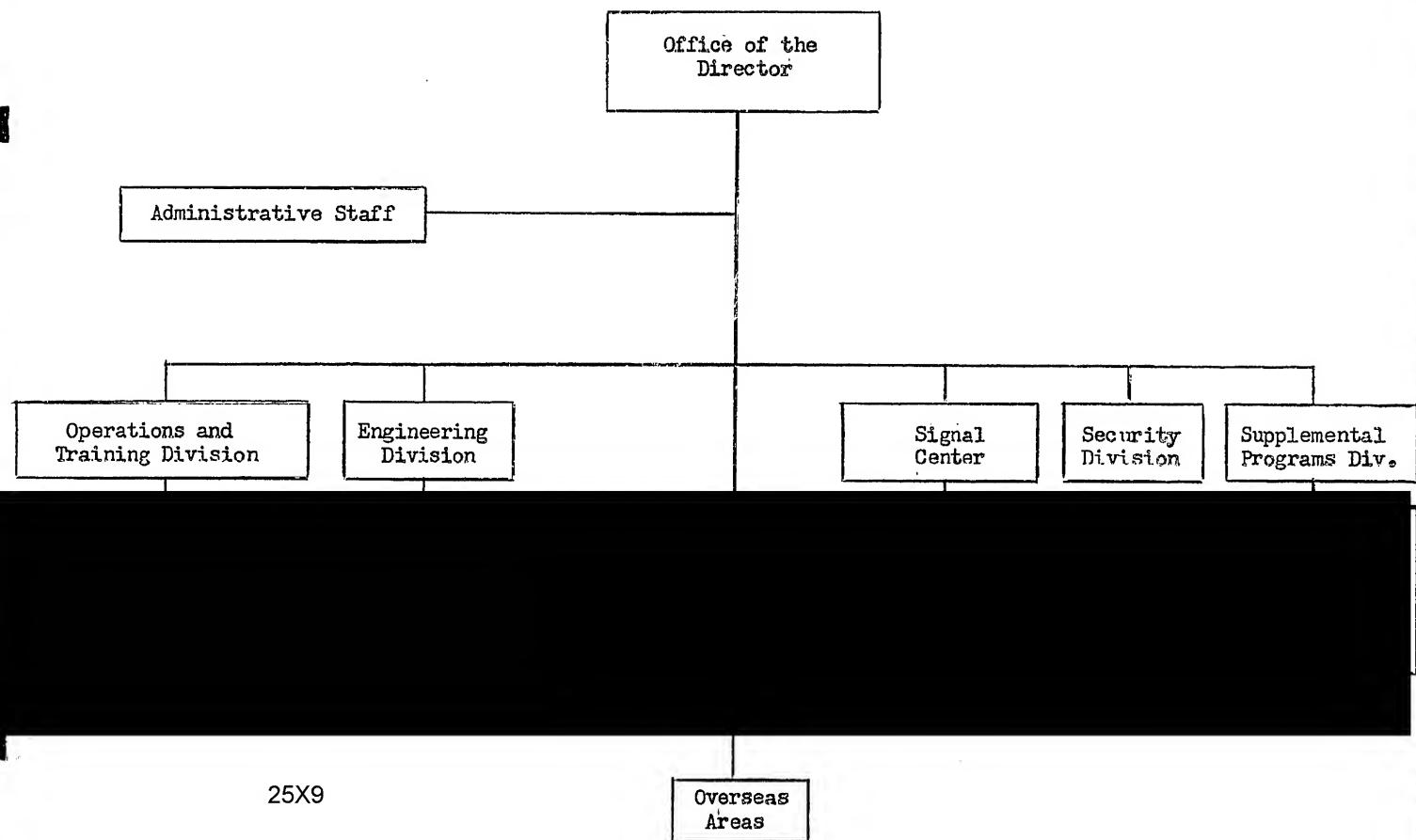
TRG-7
30 September 1955

S-E-C-R-E-T

154

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS



CO-1
30 September 1955

S-E-C-R-E-T

155

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS

FUNCTIONAL STATEMENT

The Office of Communications is responsible for:

Continuing exploration and evaluation of facts from all known sources, including liaison, relative to the consummation of the mission of the Office of Communications.

Formulation and implementation of policies and programs which will make available to the Agency adequate telecommunications facilities conceived and operated under the most modern and efficient techniques available.

Supervision and regulation of communications practices of the Agency under concepts and policies designed to safeguard these practices with adequate security standards.

Formulation and implementation of policies and programs embracing research into and development of communications techniques, facilities, and specialized electronic equipment especially adapted to the needs of the Agency.

Liaison with other Government agencies on communications and electronics matters, and to participate in and provide technical support for negotiations with officials of foreign governments concerning communications matters.

Conduct of appropriate intra-Agency liaison essential to the proper coordination and planning for communications support of Agency projects.

Formulation and continual review of Mobilization Plans concerning communications matters, and the preparation of communications annexes to over-all Agency mobilization plans.

Determination of requirements for equipment and personnel and other logistic support for communications activities of the Agency.

Conduct of highly specialized technical training, both elementary and advanced, for all communications personnel of the Agency, and the constant revision of communications training methods to keep pace with the rapid advance in this field.

CO-2

30 September 1955

S-E-C-R-E-T

156

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS

FUNCTIONAL STATEMENT (Cont'd)

Conduct of certain special sensitive communications projects including magnetic radiation studies, direction finding, interception, monitoring and other associated activities.

Director of Communications

Advises the Director of the Central Intelligence Agency on matters of communications and electronics policy; intelligence matters related to communications and electronics, and all other communications and electronics matters which have a bearing upon the security of the United States under the responsibilities of the Central Intelligence Agency as set forth in its various charters, and is responsible for the over-all administration of the Office of Communications.

Administrative Staff

The Administrative Staff administers policies and procedures to ensure uniform administrative and support programs for both field and departmental activities in accordance with over-all CIA policies and plans, and directs and coordinates administrative and support activities for the Office, including finance, personnel and management.

Operations and Training Division

Provides Headquarters technical and operational support to the Field Communications Activities; conducts liaison with and provides technical communications support to operating components of the CIA on communications aspects of Agency programs, projects, and activities; determines communications requirements from this liaison; initiates the development of and disseminates basic communication operational policies on which the CIA communications system is based; maintains working liaison with other U.S. Government agencies for the efficient operation of the communications system; conducts communications training programs to insure availability of qualified communications personnel; [REDACTED]

25X1A

CO-3
30 September 1955

S-E-C-R-E-T

157

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS

FUNCTIONAL STATEMENT (Cont'd)

Engineering Division

Prepares engineering studies, detailed engineering plans required to properly implement, integrate, and schedule the telecommunications planning activities of CIA; selects electronic telecommunications or associated equipment from commercial and military sources that will best meet the various requirements of the Agency; develops and provides detailed engineering design of certain communications equipment for Agency use when the military and commercial firms are unable to provide this equipment; arranges for the development of certain items of electronic equipment through commercial engineering laboratories; provides for the design and construction of communications base stations for the Agency, permanent and mobile, foreign and domestic; provides for the detailed engineering of radio broadcast facilities furnished by the Agency; provides for wire facilities engineering, and installs and maintains Agency equipment; conducts technical liaison with commercial and other Government organizations.

Signal Center

The Signal Center operates the wire terminal facilities and cryptographic processing of all cables in accordance with established procedures.

Security Division

Advises the Director of Communications on all cryptologic methods and countermeasures; develops, implements, and controls the CIA communications security program to insure the maintenance of the highest standards for the cryptographic, physical and transmission security of CIA communications; develops and promulgates the basic theory upon which the CIA communications security program is based; prepares instructions and enforces the regulations formulated from such theory; establishes and maintains a working liaison with other U.S. Government agencies concerned with communications security matters, and represents the Director of Communications on communication security policy matters involving allied foreign governments; and selects communications cipher devices required for Agency operation and provides for the logistic support of these cipher systems.

C. O-4

30 September 1955

S-E-C-R-E-T

151

S-E-C-R-E-T

OFFICE OF COMMUNICATIONS

FUNCTIONAL STATEMENT (Cont'd)

Supplemental Programs Division

The Supplemental Programs Division implements policies and programs as directed by the Director of Communications on matters concerned with sensitive special communications projects.

Overseas Areas

Overseas Area Bases support Agency operations in the foreign field by staffing and operating cable traffic handling facilities; performing communications training; and maintaining stocks of communications equipment required in clandestine operations.

CO-5

30 September 1955

S-E-C-R-E-T

159